

**ORDER**

**1360.16**

(Reprint  
includes CHG 1)

# **FAA CORRESPONDENCE MANUAL**



**July 12, 1985**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

1360.16

FAA Form 1320-5 (6-80) USE PREVIOUS EDITION

**FOREWORD**

This order prescribes basic correspondence standards for the Federal Aviation Administration (FAA). It incorporates in one order all requirements and guidelines regarding the preparation of agency correspondence and supersedes the provisions of Order DOT 1325.2B, DOT Correspondence Manual, in the FAA except as outlined herein.

General instructions to be followed in the preparation of correspondence at nearly every level in the agency are contained in Chapter 2, Memorandums, and Chapter 3, Letters. However, specific exceptions are contained in Chapter 4, Congressionals; Chapter 5, Administrator's Correspondence; Chapter 6, Secretarial Correspondence; and Chapter 7, White House Correspondence. Refer to these chapters when preparing these types of correspondence.

This manual was developed by the Aeronautical Center Secretaries Work Group with assistance from other FAA secretarial personnel. It represents the first time a manual of this kind was written by the people who use it the most.



Acting Director of Management Systems

## TABLE OF CONTENTS

Page No.

## CHAPTER 1. GENERAL

|                               |   |
|-------------------------------|---|
| 1. Purpose                    | 1 |
| 2. Distribution               | 1 |
| 3. Cancellation               | 1 |
| 4. Explanation of Changes     | 1 |
| 5. Correspondence Goals       | 2 |
| 6. Guidelines                 | 2 |
| 7. Correspondence Guides      | 3 |
| 8. Changes to Basic Standards | 3 |
| 9. Forms                      | 4 |
| 10.-19. Reserved              | 4 |

## CHAPTER 2. MEMORANDUMS

|   |    |
|---|----|
| Figure 2-1. Margins, Date, Special Mailing Instructions, and Reply to Attn. of: | 11 |
| Figure 2-2. Subject: Line   | 12 |
| Figure 2-3. From: Line  | 13 |
| Figure 2-4. To: Line (2 Pages)  | 14 |
| Figure 2-5. ATTN: and THRU: Lines   | 16 |
| Figure 2-6. Body of a Memorandum, Paragraphing, and Succeeding Pages (2 Pages)  | 17 |
| Figure 2-7. Signature Block   | 19 |
| Figure 2-8. Attachment and Separate Cover Notations (2 Pages)                   | 20 |
| Figure 2-9. Carbon Copy Notations (2 Pages)                                     | 22 |
| Figure 2-10. Response Block (2 Pages)   | 24 |
| Figure 2-11. Writer's Identification Line and Concurrences                      | 26 |
| Figure 2-12. How to Assemble a Memorandum for Signature (2 Pages)               | 27 |
| Figure 2-13. Retyped or Rewritten Memorandums                                   | 29 |

## CHAPTER 3. LETTERS

|   |    |
|---|----|
| Figure 3-1. When to Write a Letter  | 41 |
| Figure 3-2. How to Prepare a Letter (3 Pages)   | 42 |
| Figure 3-3. Enclosure and Separate Cover Notations (2 Pages)                                | 45 |
| Figure 3-4. Carbon Copy Notations, Writer's Identification Line, and Concurrences (2 Pages) | 47 |
| Figure 3-5. How to Assemble a Letter for Signature (2 Pages)                                | 49 |
| Figure 3-6. Retyped or Rewritten Letters  | 51 |
| Figure 3-7. Identical Letters   | 52 |

## CHAPTER 4. CONGRESSIONALS

|   |    |
|---|----|
| Figure 4-1. General Instructions for Congressional Correspondence (2 Pages) | 61 |
| Figure 4-2. Copy Requirements (2 Pages)                                     | 63 |
| Figure 4-3. Carbon Copy Notations (2 Pages)                                 | 65 |



Page No.

## CHAPTER 5. ADMINISTRATOR'S CORRESPONDENCE

|   |    |
|---|----|
| Figure 5-1. Administrator's Correspondence--Letters (2 Pages) | 71 |
| Figure 5-2. Administrator's Correspondence--Memorandums       | 73 |

## CHAPTER 6. SECRETARIAL CORRESPONDENCE (RESERVED) 81

## CHAPTER 7. WHITE HOUSE CORRESPONDENCE

|   |    |
|---|----|
| 70. Definitions   | 91 |
| 71. Time Limits   | 91 |
| 72. Copy Requirements   | 91 |
| 73.-79. Reserved  | 91 |
| Figure 7-1. Transmittal Memorandum for White House<br>(President's) Correspondence                | 93 |
| Figure 7-2. Proposed Reply for White House<br>(President's) Correspondence                        | 94 |
| Figure 7-3. Transmittal Memorandum for White House<br>(Vice President's) Correspondence           | 95 |
| Figure 7-4. Memorandum to be Used as an Enclosure to the<br>Vice President's Reply to Constituent | 96 |
| Figure 7-5. White House Referrals for Direct Reply  | 97 |

## CHAPTER 8. TELECOMMUNICATIONS

|   |     |
|---|-----|
| 80. Use   | 105 |
| 81. Message Style   | 105 |
| 82. Preparation of Standard Form 14 (SF-14)                         | 105 |
| 83. Reference   | 107 |
| 84.-89. Reserved  | 107 |
| Figure 8-1. Sample SF-14 to Other FAA Offices                       | 109 |
| Figure 8-2. Sample Charge to SF-14                                  | 110 |
| Figure 8-3. Sample Collect SF-14                                    | 111 |
| Figure 8-4. Sample SF-14 of a Facsimile Message Sent<br>Within FAA  | 112 |
| Figure 8-5. Sample SF-14 of a Facsimile Message Sent<br>Outside FAA | 113 |
| Figure 8-6. Time Zone Map   | 114 |

## CHAPTER 9. COORDINATION

|                             |     |
|-----------------------------|-----|
| 90. General                 | 121 |
| 91. Methods of Coordination | 121 |
| 92. Coordination Procedures | 122 |
| 93.-99. Reserved            | 122 |

## CHAPTER 10. CORRESPONDENCE MAIL CONTROL

|  |     |
|--|-----|
| 100. General   | 131 |
| Figure 10-1. Sample of FAA Form 1770-5, Mail Control                     | 131 |
| Figure 10-2. Sample of Administrative Staff (AOA-3)<br>Mail Control Form | 132 |

Page No.

|   |     |
|---|-----|
| Figure 10-3. Sample of Executive Secretariat (S-10) Control Form                    | 133 |
| 101. Correspondence Acknowledgment  | 134 |
| Figure 10-4. Sample of FAA Form 1360-15, Correspondence Acknowledgment (Front Side) | 134 |
| Figure 10-5. Sample of FAA Form 1360-15, Correspondence Acknowledgment (Back Side)  | 134 |
| 102. Criteria for Control   | 135 |
| 103. Time Limits for Replies  | 135 |
| 104.-109. Reserved  | 136 |

## CHAPTER 11. ENVELOPES AND MAILING

|  |     |
|--|-----|
| 110. Postage and Fees Paid Mail  | 145 |
| 111. Costs   | 145 |
| 112. Routing Symbols   | 145 |
| 113. Airmail   | 145 |
| 114. Registered Mail   | 146 |
| 115. Express Mail  | 146 |
| 116. Letter-Size Window Envelopes  | 146 |
| 117. Separate Cover  | 146 |
| 118. Addressing Envelopes for USPS Optical Character Recognition (OCR)     | 146 |
| 119. Reference   | 147 |
| 120.-129. Reserved   | 147 |
| Figure 11-1. Sample Postal Service Forms for Certified and Registered Mail | 149 |
| Figure 11-2. Examples of Addresses   | 150 |
| Figure 11-3. Examples of Messenger Envelopes                               | 151 |

## CHAPTER 12. STATIONERY AND FORMS

|  |     |
|--|-----|
| 130. Stationery                              | 161 |
| 131. Washington Office Stationery            | 161 |
| 132. Field Office Stationery                 | 161 |
| 133. Agencywide Stationery                   | 162 |
| 134. Informal Communication Forms            | 162 |
| 135. Legend                                  | 163 |
| 136. Reference                               | 163 |
| 137.-139. Reserved                           | 163 |
| APPENDIX 1. FORMS OF ADDRESS (34 Pages)      | 1   |
| APPENDIX 2. CAPITALIZATION (7 Pages)         | 1   |
| APPENDIX 3. ACRONYMS/ABBREVIATIONS (7 Pages) | 1   |
| APPENDIX 4. PUNCTUATION (11 Pages)           | 1   |
| APPENDIX 5. NUMERALS (5 Pages)               | 1   |
| APPENDIX 6. COMPOUND WORDS (40 Pages)        | 1   |
| APPENDIX 7. WORD DIVISION (2 Pages)          | 1   |
| APPENDIX 8. SPELLING (3 Pages)               | 1   |

## CHAPTER 1. GENERAL

1. PURPOSE. This manual provides basic correspondence standards for the Federal Aviation Administration (FAA).

2. DISTRIBUTION. This order is distributed to all secretaries and typists in the agency.

3. CANCELLATION. The following orders are canceled:

a. Order 1000.21, Approval and Use of Acronyms and Nicknames, dated April 11, 1968.

b. Order 1360.6, FAA Edition of the U.S. Government Correspondence Manual, dated October 23, 1969.

c. Order 1360.9B, Information Requirements of DOT Secretarial Representatives, dated June 7, 1971.

d. Order 1360.11, Correspondence with State and Local Officials, dated September 2, 1970.

e. Order 1360.12, Limitations on Use of Abbreviations and Acronyms, dated August 31, 1970.

f. Order 1360.15, DOT Correspondence Manual, dated September 9, 1980.

4. EXPLANATION OF CHANGES.

a. A complete agency correspondence manual is provided in lieu of using Departmental correspondence procedures and supplemental agency requirements. Specific instructions relative to Departmental correspondence will be contained in a separate chapter when the new Departmental correspondence manual is published.

b. Several chapters in this manual contain figures which outline correspondence requirements in an illustrative format. As a result, no standard directives paragraphing is presented. This formatting eliminates the need for duplicative text and figures and avoids any possible inconsistencies. The use of bolding and underlining in these illustrations is for emphasis only with the exception of Subject: line references (ACTION and INFORMATION). In addition, the text is formatted with right justification. This typing format may be used but is not required in the typing of agency correspondence. Correspondence which will be signed by the Administrator must not have the right margin justified.

c. Correspondence is typed in a modified block style with paragraphs single spaced regardless of length or number of paragraphs. Major paragraphs are not numbered in correspondence having subparagraphs.

d. Slashes instead of dashes are used to separate each element in a date when it is typed in figures; e.g., 5/8/85 instead of 5-8-85.

e. The signature element on memorandums follows the body of the correspondence. The pound sign (#) is not used at the bottom of memorandums.

f. Memorandums are used for correspondence within the Federal Government.

g. The use of the letterhead memorandum format is restricted to White House correspondence only.

h. The **ATTN:** and **THRU:** lines on memorandums are typed flush with the left margin.

i. Only the original writer's identification line and the last retyped/rewritten identification line are shown on the new carbon copies when correspondence is retyped or rewritten.

j. The time limit for reply to routine correspondence is changed from 10 to 15 working days from date of receipt in the action office unless a different due date is specified.

k. Material on punctuation, compounding, and other style practices is added as appendixes.

## 5. CORRESPONDENCE GOALS.

a. The agency goal is to provide timely, responsive, and high-quality correspondence at a reasonable cost. Correspondence should be clear, concise, and positive in tone. Avoid sending long letters or memorandums. Include necessary explanatory detail as an enclosure to a letter or as an attachment to a memorandum.

b. It is an FAA goal to provide prompt, complete, and factual information to Members of Congress, congressional committees, and their staff members. The highest priority will be given to congressional inquiries and requests. Replies will be concise, objective, and courteous.

## 6. GUIDELINES.

a. Distribution to New Employees. Managers and supervisors will assure new secretaries and typists are provided a copy of this manual as well as the publications mentioned in paragraph 7.

b. Correspondence with State and Local Officials. Except for routine, day-to-day communications, provide the Special Projects Staff (AOA-10) with one information copy of correspondence to Governors, mayors, and other State and local government officials. Prepare for the signature of the Secretary of Transportation correspondence to State and local officials on issues affecting more than one administration or issues of a particularly controversial nature.

c. Information Requirements of DOT Regional Representatives of the Secretary. Regional/center directors and heads of offices and services will send information copies of pertinent correspondence and information on major issues which directly impact Department of Transportation (DOT) affairs to the appropriate Regional Representative. They will also afford each Regional Representative the opportunity to attend significant meetings that take place within his/her region by advising the Regional Representative, in a timely fashion, of such scheduled meetings. This principally will involve correspondence with State and local governments, other Federal agencies, industry, and aviation groups. Internal documents of a policy nature that would involve such activities will also be furnished.

d. Signature Level. Address replies to correspondence to the same organizational level or lower as that of the signer.

e. Avoidance of Discriminatory Language. Do not block effective communications by using discriminatory language. Apply the following guidelines as a minimum:

(1) Refer to the person's job title or organizational position rather than the sex of the person holding the job.

(2) When a sentence makes sense without using a pronoun, delete it from the sentence. Use the plural form so subsequent pronouns are in the third person. One and person can often replace a gender-related pronoun. Use a slash between gender-related pronouns which cannot be avoided; e.g., his/her. Use and or or for a change of pace; e.g., his or her.

## 7. CORRESPONDENCE GUIDES.

a. Appendixes. Appendixes 1 through 8 outline information involving forms of address, punctuation, hyphenation, spelling, compounding, capitalization, abbreviations, numerals, and other style practices. Follow the Government Printing Office Style Manual, which is available from the U.S. Government Printing Office, when these appendixes do not answer specific questions.

b. Form and Guide Letters. Predrafted form and guide letters are recognized throughout the Government as an essential aid in speeding service and reducing administrative costs. See General Service Administration (GSA) records management handbook "Form and Guide Letters" which is available from local GSA Distribution Centers, national stock number 7610-00-117-8777.

c. Guides on Correspondence. A number of guides are available that will help the writer improve clarity, simplicity, and readability such as GSA records management handbooks "Plain Letters," national stock number 7610-00-205-1091, and "Correspondence Management," national stock number 7610-00-187-3858, both available from local GSA Distribution Centers.

8. CHANGES TO BASIC STANDARDS. Changes to basic standards contained in this order require the approval of the Director of Management Systems. Supplementation of this order to outline local guidance and instructions may be required.

9. FORMS. The forms and stationery used in the preparation of FAA correspondence are listed in Chapter 12.

10.-19. RESERVED.

**FIGURE 2-1. MARGINS, DATE, SPECIAL  
MAILING INSTRUCTIONS, AND REPLY TO ATTN. OF:**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

SPECIAL DELIVERY--REGISTERED  
**Memorandum**

Subject **INFORMATION: Margins, Date, Special Mailing  
Instructions, and Reply to Attn. of:** Date (stamp or type date  
here when signed)

From: **Manager, Airway Facilities Division, ASO-400** Reply to  
Attn of: **Hanes: FTS 246-1234**

To: **Manager, Airway Facilities Division, AEA-400**

Use memorandums for correspondence within the Federal Government.

a. The margins for a memorandum are:

- (1) Left margin: Begin typing two spaces after the colons in the left captions.
- (2) Right margin: Approximately 1 1/8 inches to prevent typing into the ladder on the official file copy.
- (3) Bottom margin: Approximately 1 1/2 inches.

b. The date is stamped or typed two spaces after the **Date:** caption by the office in which the memorandum is signed. If typed, spell out the month and show the date and year in numerals. Do not use **st**, **th**, or **rd** with the numerals. Examples:

**Date:** July 1, 1984

**Date:** JUL 1 1984

c. Special mailing instructions (such as **SPECIAL DELIVERY**, **CERTIFIED**, and **REGISTERED**), when required, are typed in all capital letters and centered above **MEMORANDUM** in the top right corner.

d. The Reply to Attn. of: caption is used when the originating office prepares a memorandum that will be signed in another office. Leave the line blank when identification is not desired by the signing official. When used, the caption contains the last name and telephone number or extension of the originator as shown above. It is typed two spaces after the **Reply to Attn. of: caption**.

Shirley J. Scott

Attachment  
Correspondence Manual

## FIGURE 2-2. SUBJECT: LINE



US Department  
of Transportation  
Federal Aviation  
Administration

# Memorandum

Subject **INFORMATION:** Subject: Line

Date NOV 30 1985

From Manager, Airports Division, ACE-600

Reply to  
Attn of Murray: FTS 758-4321

To Manager, Airports Division, ANE-600

The **Subject:** line is typed two spaces after the **Subject:** caption. Keep the subject short, preferably no more than 10 words. If more than one line is needed, type succeeding lines flush with the first line. Capitalize the first letters of all words in the **Subject:** line except articles, prepositions, and conjunctions. Indicate at the beginning of the **Subject:** line whether the memorandum is for **ACTION:** (action is required of the addressee) or **INFORMATION:** (information is provided and no action is required of the addressee). Example:

**Subject: ACTION: FAA Correspondence Manual**

a. When replying to correspondence, use the same subject as the incoming correspondence followed by a semicolon, an identification of the incoming correspondence using the sender's routing symbol, and the date of the incoming correspondence; e.g., ANE-3 Memo of 11/17/84. When information is provided as a result of an **ACTION:** memorandum, the **Subject:** line of the reply should indicate **INFORMATION:** rather than **ACTION:**. Example:

**Subject: INFORMATION: FAA Correspondence Manual;  
ANE-3 Memo of 11/17/84**

b. When a second memorandum is written to the same person on the same subject before receiving a reply, use the same subject as the first memorandum followed by a semicolon and the identification information of the sender of the first memorandum.

c. When several memorandums have been exchanged on the same subject, use the identification information of the latest memorandum only.

d. Correct obvious errors in the Subject: line; e.g., capitalization and typographical errors.

*Arthur M. Smith*

Arthur M. Smith



FIGURE 2-3. FROM: LINE

U.S. Department  
of Transportation  
Federal Aviation  
Administration

# Memorandum

Subject INFORMATION: From: Line

Date JUL 17 1984

From Manager, Management Systems Division, AEA-60

Reply to  
Attn of Snider: FTS 667-6789

To Manager, Management Systems Division, AAL-60

The From: line contains the title and routing symbol typed two spaces after the From: caption as shown above.

a. To avoid typing into the Reply to Attn. of: caption, a lengthy From: line is continued on a second line and indented two spaces from the left margin as shown below:

From: Manager, National Airway Engineering  
Field Support Sector, APM-150

b. A multiple From: line is shown as follows:

From: Manager, Flight Standards Division, AEA-200  
Manager, Air Traffic Division, AEA-500

c. When an individual is detailed to a position as the result of a personnel action, use the term Acting before the title in the From: line. Example:

From: Acting Manager, Management Systems Division, AEA-60

d. When an individual is acting in another position without a personnel action, the From: line will reflect the title of the incumbent, and the person authorized will sign for the incumbent (see example below).

*Wallace Remy*  
for George T. Bolin

FIGURE 2-4. TO: LINEINFORMATION: To: Line

November 8, 1984

Manager, Flight Programs Division, AVN-200

Smith: FTS 749-6802

Manager, Aircraft Maintenance and  
Engineering Division, AVN-300

For addressees within the Department of Transportation (DOT), type the title and routing symbol two spaces after the To: caption as shown above.

For addressees outside the DOT, type the full address two spaces after the To: caption. Single space in block style. The address should not exceed five lines. When any line goes past the center of the page, continue it on a second line that is indented two spaces. Use capitalized and unpunctuated two-letter State abbreviations for inside addresses. Type the ZIP Code two spaces to the right of the State abbreviation. Example:

To: Internal Revenue Service  
400 NW. 4th Street  
Oklahoma City, OK 73101

For memorandums going outside the DOT, the return address is typed below MEMORANDUM in the top right corner. For an example, see figure 2-6.

a. For multiple addressees, the To: line contains the titles and routing symbols. A checkmark is placed to the right of the appropriate line to indicate which office will receive that copy. Examples:

To: Director of Budget, ABU-1  
Director of Civil Rights, ACR-1 ✓  
Director of Personnel and Technical Training, APT-1

To: Manager, Training Methods and Operations Branch, AAC-910 ✓  
Manager, Air Traffic Branch, AAC-930  
Manager, Airway Facilities Branch, AAC-940

|               |                     |
|---------------|---------------------|
| CONCURRENCES  |                     |
| RTG. SYMBOL   | AVN-220             |
| INITIALS/SIG. | <i>A. J. Carter</i> |
| DATE          | 11/6/84             |
| RTG. SYMBOL   | AVN-201             |
| INITIALS/SIG. | <i>D. J. Carter</i> |
| DATE          | 11/7/84             |
| RTG. SYMBOL   |                     |
| INITIALS/SIG. |                     |
| DATE          |                     |
| RTG. SYMBOL   |                     |
| INITIALS/SIG. |                     |
| DATE          |                     |
| RTG. SYMBOL   |                     |
| INITIALS/SIG. |                     |
| DATE          |                     |
| RTG. SYMBOL   |                     |
| INITIALS/SIG. |                     |
| DATE          |                     |
| RTG. SYMBOL   |                     |
| INITIALS/SIG. |                     |
| DATE          |                     |

**FIGURE 2-4. TO: LINE (CONTINUED)**

2

b. When identical memorandums are forwarded to all-inclusive groups, use the following multiple-address method. Write the routing symbol of each addressee in the upper right corner of the appropriate copy. Examples:

To: Division and Staff Managers

To: Regional and Center Directors

To: Supervisors

To: Associate Administrators  
Heads of Offices and Services  
Regional and Center Directors

c. When an identical original memorandum is required for two or more persons, prepare an original for each addressee and only one set of file copies. Type a list of the addressees on all internal copies or, if the list is too long, attach it to the file copies.

d. If the correspondence does not apply to one or more of the group, it is permissible to exclude them. Examples:

To: Regional and Center Directors  
(except Southern Region)

To: Division and Staff Managers  
(except Procurement Division and FAA Academy)

e. When writing to the Administrator, the Deputy Administrator, the Secretary, or the Deputy Secretary, use the title only in the To: line.

Original signed by  
Michael P. Jones

Michael P. Jones

cc:  
AVN-200

AVN-220:AJCarson:jal:FTS 749-4728:11/6/84

IDENTICAL MEMORANDUMS TO:

AVN-200  
AFO-200  
ASF-300

FIGURE 2-5. ATTN: AND THRU: LINES

US Department  
of Transportation  
Federal Aviation  
Administration

# Memorandum

Subject INFORMATION: ATTN: and THRU: Lines

Date NOV 9 1984

From Manager, Airway Facilities Division, ANE-400

Reply to  
Attn of Autry: FTS 836-3311

To Manager, Airway Facilities Division, ASW-400  
ATTN: Manager, Program and Planning Branch, ASW-420

Avoid using ATTN: and THRU: lines whenever possible. However, follow these guidelines when their use is required.

a. When sending a memorandum to the attention of another office, type ATTN: flush with the left margin on the first line below the To: line in all capital letters followed by a colon as shown above.

b. When sending a memorandum through another office, type THRU: flush with the left margin on the first line below the To: line followed by a colon as shown below:

To: Manager, Policy Branch, ALG-110  
THRU: Manager, Policy and Plans Division, ALG-100

OR

To: Director, Acquisition and Materiel Service, ALG-1  
THRU: Manager, Policy and Plans Division, ALG-100  
Manager, Policy Branch, ALG-110

*John Q. Jones*  
John Q. Jones

**FIGURE 2-6. BODY OF A MEMORANDUM,  
PARAGRAPHING, AND SUCCEEDING PAGES**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Western-Pacific Region  
P.O. Box 92007  
Worldway Postal Center  
Los Angeles, CA 90009

Subject **INFORMATION:** Body of a Memorandum,  
Paragraphing, and Succeeding Pages

Date January 13, 1985

From Manager, Accounting Division, AWP-20

Reply to  
Attn of Fannin: FTS 966-7608

To Ms. Janice E. Penney  
General Services Administration  
819 Taylor Street  
Fort Worth, TX 76102

The body of a memorandum begins two lines below the last line of the To: caption. All memorandums are single spaced with double spacing between paragraphs regardless of length or number of paragraphs. Begin each main paragraph flush with the left margin. Do not number main paragraphs.

a. The first subdivision of a paragraph is indented four spaces (begin typing on the fifth space). Each progressive subdivision is indented as shown in this figure. Succeeding lines begin flush with the left margin.

(1) A paragraph which is subdivided must have at least two subdivisions; e.g., for every (1), there must be a (2).

(a) Subparagraphs are lettered and numbered as follows:  
a., (1), (a). Subparagraphing beyond the third subdivision is discouraged.

(b) The reference numbers and letters are written without spaces or punctuation when a paragraph is referred to in a memorandum.  
Example:

paragraph 1a(1)(b)

(2) Subparagraphing may vary to meet special requirements.

b. Do not begin a paragraph near the end of a page unless there is room for at least two lines on the page. Do not continue a paragraph on a succeeding page unless at least two lines can be carried over to that page.

FIGURE 2-6. BODY OF A MEMORANDUM.  
PARAGRAPHING, AND SUCCEEDING PAGES (CONTINUED)

2

c. Type succeeding page(s) on plain bond paper. Beginning with the second page, type the page number in numerals seven lines from the top and flush with the right margin. Continue the text of the memorandum two lines below the page number.

*Ralph J. Dawson*  
Ralph J. Dawson

FIGURE 2-7. SIGNATURE BLOCK

U.S. Department  
of Transportation  
Federal Aviation  
Administration

# Memorandum

Subject: INFORMATION: Signature Block

Date: July 29, 1984

From: Manager, Logistics Division, AGL-50  
Manager, Civil Aviation Security  
Division, AGL-700

Reply to  
Attn of: Clark: FTS 384-9969

To: Manager, Logistics Division, ANM-50

The signature block (name of the signer) is typed five lines below the last line of the body of the memorandum flush with the left margin in initial capital letters.

When the memorandum is from more than one person, the first signature block is typed flush with the left margin and the second signature block begins five spaces to the right of center. The first signer's name will correspond with the first title and routing symbol in the From: line, and the second signature block will contain the second signer's name.

  
Robert P. Adams

  
Donald F. Fikes

**FIGURE 2-8. ATTACHMENT AND SEPARATE COVER NOTATIONS**

U.S. Department  
of Transportation  
Federal Aviation  
Administration

# Memorandum

Subject: **INFORMATION:** Attachment and Separate  
Cover Notations

Date: June 28, 1984

From: Manager, Aircraft Certification Division, ANM-100

Reply to  
Attn of Hilliard: FTS 446-4193

To: Manager, Aircraft Certification Division, ANE-100

The notation Attachment is used for memorandums. Attachment notations are typed two lines below the signature block and flush with the left margin. When more than one attachment is involved, identify each attachment by number in the upper right corner; e.g., Attachment 1, Attachment 2. When there is more than one lengthy attachment, use tabs to identify each attachment by number.

a. Note attachment(s) identified in the body of the memorandum as follows:

|            |    |               |
|------------|----|---------------|
| Attachment | OR | 2 Attachments |
|------------|----|---------------|

b. Note attachment(s) not identified in the body of the memorandum as follows:

|                       |    |                        |
|-----------------------|----|------------------------|
| Attachment            | OR | 2 Attachments          |
| Form Letters Handbook |    | Form Letters Handbook  |
|                       |    | Plain Letters Handbook |

c. Note multiple copies of the attachment(s) identified in the body of the memorandum in parentheses as follows:

|                |    |                   |
|----------------|----|-------------------|
| Attachment (2) | OR | 2 Attachments (2) |
|----------------|----|-------------------|

d. Note multiple copies of the attachment(s) not identified in the body of the memorandum in parentheses after identification of the attachment as follows:

|                           |    |                           |
|---------------------------|----|---------------------------|
| Attachment                | OR | 2 Attachments             |
| Form Letters Handbook (2) |    | Form Letters Handbook (2) |
|                           |    | Plain Letters Handbook    |



FIGURE 2-8. ATTACHMENT AND SEPARATE COVER NOTATIONS (CONTINUED)

2

e. All attachments are identified below the attachment notation if all of the attachments are not identified in the body of the memorandum.  
Example:

2 Attachments  
Form Letters Handbook  
Plain Letters Handbook

When documents referred to in the body of a memorandum are sent separately from the memorandum, type Separate Cover two lines below the attachment notation (or two lines below the signature block if there is no attachment) and flush with the left margin. On the next line, type titles or descriptions of the documents which are being sent. The documents are identified here whether or not they were identified in the text as follows:

Separate Cover  
Airman Information Manual  
Air Traffic Handbook

a. When sending more than one copy of the document under separate cover, indicate the number of copies in parentheses following the identification of the document as follows:

Separate Cover  
Airman Information Manual (2)

b. When the material is mailed, include a copy of the memorandum. If being sent other than first class, type Letter Enclosed on the face of the envelope or package to conform with U.S. Postal Service regulations.

*William J. Smith*  
William J. Smith

2 Attachments  
Form Letters Handbook  
Plain Letters Handbook (2)

Separate Cover  
Airman Information Manual (2)  
Air Traffic Handbook

**FIGURE 2-9. CARBON COPY NOTATIONS**

US Department  
of Transportation  
Federal Aviation  
Administration

# Memorandum

Subject **INFORMATION:** Carbon Copy Notations

Date **AUG 11 1985**

From Manager, Management Systems Division, AAL-60

Reply to  
Attn of Willingham: FTS 907-271-1122

To Manager, Management Analysis Division, AMS-500

This figure gives instructions for completing the carbon copy notations.

a. Carbon copy distribution notations are shown on the original of the memorandum only if the addressee has a need to know who received a copy of the memorandum. Always show the carbon copy distribution on the internal information copies, official file copy, and reading file copy.

b. Carbon copies are indicated by typing cc: flush with the left margin and two lines below the signature block, attachment notation, or separate cover notation followed by the names or routing symbols of the recipients. Example:

cc:  
AWP-60  
ASW-60  
AAL-60

c. Carbon copy notations may be listed across the page to avoid starting a new page. Example:

cc:AWP-60/ASW-60/AAL-60

d. The control number of controlled correspondence appears in parentheses to the right of the appropriate routing symbol on all internal carbon copies. Example:

cc:  
AWP-60  
ASW-60  
AAL-60 (Control 60-5-6)

FIGURE 2-9. CARBON COPY NOTATIONS (CONTINUED)

2

e. Note when attachments are not furnished to recipients of copies of the memorandum in the carbon copy notation as follows:

cc:  
AWP-60 w/o attachments  
ASW-60  
AAL-60

  
Gary L. Breeden

cc:  
AWP-60  
ASW-60

FIGURE 2-10. RESPONSE BLOCK

US Department  
of Transportation  
Federal Aviation  
Administration

# Memorandum

Subject **ACTION:** Response Block

Date (stamp or type date  
here when signed)

From Manager, Simulation Systems Branch, ACT-240

Reply to  
Attn of English: FTS 482-1905

To Manager, Systems Simulation and  
Analysis Division, ACT-200

A response block is provided when approval or disapproval is required. The possible responses and a date line are typed in initial capital letters flush with the left margin, beginning four lines below the signature block and any attachment and/or carbon copy notations. The response block is triple spaced. The approving official will sign on the appropriate line.

If it is necessary to start another page solely for the response block, a notation clearly indicating the date and subject of the memorandum is typed at the top of the page as shown on the following page.

James D. Yargee

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_

FIGURE 2-10. RESPONSE BLOCK (CONTINUED)

2

Date: (insert date of the memorandum requesting approval here when signed)  
Subject: Response Block

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_

**FIGURE 2-11. WRITER'S IDENTIFICATION LINE AND CONCURRENCES**

**INFORMATION:** Writer's Identification  
Line and Concurrences

(stamp or type date  
here when signed)

Manager, Air Traffic Division, ASW-500

Smith: FTS 734-4506

Manager, Air Traffic Division, AGL-500

This figure gives instructions for completing the writer's identification line and the concurrences block the first time a memorandum is typed.

a. The writer's identification line is shown on all internal carbon copies of the memorandum. Type the routing symbol of the preparing office, the writer's initials and surname, the typist's initials, the writer's telephone number or extension, and the date. Separate each item with a colon. Place this notation flush with the left margin two lines below the last line of typing. Example:

ASW-510:RCSmith:tah:FTS 734-4506:7/1/84

b. If word processing equipment is used, type WP: and the document name (or number) in parentheses at the end of the identification line. Example:

ASW-510:RCSmith:tah:FTS 734-4506:7/1/84 (WP:Document Name or Number)

c. To obtain necessary concurrences, use the ladder on the official file copy. The writer's routing symbol is placed in the first block and the coordinating offices' routing symbols in the succeeding blocks. Coordinating officials will legibly write their initials, surname, and the date in the appropriate blocks. Refer to chapter 9 for coordination guidelines and procedures.

d. If a memorandum is rewritten or retyped, see figure 2-13.

John P. Jones

cc:  
AWP-300  
ALG-300  
ASW-500

ASW-510:RCSmith:tah:FTS 734-4506:7/1/84

| CONCURRENCES  |            |
|---------------|------------|
| RTG. SYMBOL   | ASW-510    |
| INITIALS/SIG. | RC Smith   |
| DATE          | 7/1/84     |
| RTG. SYMBOL   | ASW-500    |
| INITIALS/SIG. | J.P. Jones |
| DATE          | 7/1/84     |
| RTG. SYMBOL   |            |
| INITIALS/SIG. |            |
| DATE          |            |
| RTG. SYMBOL   |            |
| INITIALS/SIG. |            |
| DATE          |            |
| RTG. SYMBOL   |            |
| INITIALS/SIG. |            |
| DATE          |            |
| RTG. SYMBOL   |            |
| INITIALS/SIG. |            |
| DATE          |            |

**FIGURE 2-12. HOW TO ASSEMBLE A MEMORANDUM FOR SIGNATURE**

US Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Subject **ACTION:** How to Assemble a Memorandum  
for Signature

Date (stamp or type date  
here when signed)

From Director of Management Systems, AMS-1

Reply to  
Attn of Alexander: FTS 426-7189

To Director, Aeronautical Center, AAC-1

This figure shows the correct way to assemble correspondence in a logical, neat package for signature. Keep together all items belonging with the original of the memorandum, all items belonging with the official file copy, and all items belonging with the information copies. As illustrated on the next page, documents will be arranged in the following order:

a. Original memorandum and any attachments are not stapled until after signature. Attachments are clipped to the original in the sequence they are mentioned in the memorandum. If the memorandum is mailed through the U.S. Postal Service (USPS), an addressed, franked envelope or a franked window envelope of the appropriate size is next.

b. Official file documents are the next documents of the assembled package and are arranged in the following order with the official file copy on top and extended to the right so the concurrences block is visible:

(1) Any official file copies voided by revision or retyping follow all pages of the final official file copy. Voided official file copies should be differentiated from the final official file copy with a diagonal line drawn through them.

(2) Copies of attachments that accompany the original.

(3) Any incoming correspondence and background information.

c. Reading file copy, when used, is the next document of the assembled package. Write the routing symbol of the office which maintains the reading file in the upper right corner of the first page.

d. Information copies and any attachments are identified by writing the routing symbol in the upper right corner on the first page. Include an addressed, franked envelope of the appropriate size with each copy mailed through the USPS. Be sure to include copies of any attachments if appropriate.

Arthur J. Brown





**FIGURE 2-13. RETYPED OR REWRITTEN MEMORANDUMS**

**INFORMATION:** Retyped or  
Rewritten Memorandums

(stamp or type date  
here when signed)

Director of Management Systems, AMS-1

Jones:FTS 426-8020

Director of Personnel and Technical Training, APT-1

This figure shows the official file copy when a memorandum is retyped or rewritten.

a. The original identification line and the last retyped/rewritten identification line are shown on the new carbon copies when a memorandum is retyped or rewritten. Draw a diagonal line through all voided official file copies and staple them behind the new one. Do not cut or fold the new official file copy. Destroy all other copies of the old memorandum. Each of the following examples could pertain to either retypes or rewrites.

AMS-410:AMJones:dak:FTS 426-8020:4/19/84  
Retyped:AMS-400:msj:FTS 426-7092:4/20/84 (WP:Document Name or Number)

AMS-410:AMJones:dak:FTS 426-8020:4/19/84  
Rewritten:AMS-400:DBDunn:msj:FTS 426-7092:4/20/84

AMS-410:AMJones:dak:FTS 426-8020:4/19/84  
Rewritten per AMS-1:AMS-410:AMJones:dak:FTS 426-8020:4/20/84

b. Recoordination is not required when a memorandum is retyped for minor errors (such as spelling and typographical errors) or when it is rewritten and the change is directed by a level of authority over all organizational elements coordinating on the original memorandum; e.g., AAD-1 changes an AMS-1 memorandum which was coordinated with ABU-1 and ALC-1. Type the routing symbols, coordinating officials' names, and dates of previous coordinations in the appropriate blocks of the ladder of the new official file copy and continue coordination as appropriate.

c. Recoordination is required by those coordinating on the original memorandum when a major change in content is made. The routing symbols of all who coordinated on the original file copy are listed on the ladder of the new official file copy.

John B. Smith

cc:  
AMS-1

AMS-410:AMJones:dak:FTS 426-8020:4/19/84  
Retyped:AMS-400:msj:FTS 426-7092:4/20/84

|               |             |
|---------------|-------------|
| CONCURRENCES  |             |
| RTG. SYMBOL   | AMS-410     |
| INITIALS/SIG. | AMJones     |
| DATE          | 4/19/84     |
| RTG. SYMBOL   | AMS-400     |
| INITIALS/SIG. | D.B. Cooper |
| DATE          | 4/20/84     |
| RTG. SYMBOL   | AMS-2       |
| INITIALS/SIG. | J.B. Smith  |
| DATE          | 4/21/84     |
| RTG. SYMBOL   |             |
| INITIALS/SIG. |             |
| DATE          |             |
| RTG. SYMBOL   |             |
| INITIALS/SIG. |             |
| DATE          |             |
| RTG. SYMBOL   |             |
| INITIALS/SIG. |             |
| DATE          |             |
| RTG. SYMBOL   |             |
| INITIALS/SIG. |             |
| DATE          |             |

FIGURE 3-1. WHEN TO WRITE A LETTER

U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Southwest Region  
Arkansas Louisiana  
New Mexico Oklahoma  
Texas

P.O. Box 1689  
4400 Blue Mound Road  
Fort Worth Texas 76101

(stamp or type date here when signed)

Mr. Bob L. Moore  
67 South Tanglewood  
Fort Worth, TX 76169

Dear Mr. Moore:

Use the letter format:

- a. When writing to organizations, businesses, or individuals outside the Federal Government.
- b. Where protocol dictates (Members of Congress, Cabinet officers, Governors, mayors, etc.).
- c. When writing a personal or private letter to individual Federal Aviation Administration employees on such matters as retirement, commendation, congratulations, or condolence.

Sincerely,

Betty B. Wright  
Manager, Administrative Services Division

7/12/85

**FIGURE 3-2. HOW TO PREPARE A LETTER**

US Department  
of Transportation  
Federal Aviation  
Administration

Mike Monroney  
Aeronautical Center

P.O. Box 25082  
Oklahoma City, Oklahoma 73125

JUL 26 1984

**SPECIAL DELIVERY--CERTIFIED**

Ms. Opal J. Marshall  
Chairperson, MacArthur Aviation  
and Associates  
1534 North Broadway  
Oklahoma City, OK 73169

Dear Opal:

**Preparation of a Letter**

The following guidelines apply when preparing a letter:

a. Spacing may vary between the date and address or the date and special mailing instructions to allow for balanced placement on the page. However, when possible, space the address to accommodate the use of a window envelope.

b. The margins for a letter are:

(1) Left margin: In line with the left edge of the letterhead caption.

(2) Right margin: Approximately 1 1/8 inches to prevent typing into the ladder of the official file copy.

(3) Bottom margin: Approximately 1 1/2 inches.

**NOTE:** The margins on short letters may vary for good placement on the page.

c. The date is stamped or typed four lines below the letterhead caption and flush with the left margin by the office in which the letter is signed. If typed, spell out the month and show the date and year in numerals. Do not use st, th, or rd with the numerals. Examples:

April 27, 1984

APR 27 1984

d. Special mailing instructions (such as SPECIAL DELIVERY, CERTIFIED, and REGISTERED), when required, are typed in all capital letters a minimum of two lines below the date flush with the left margin. Do not use window envelopes for registered mail.

FIGURE 3-2. HOW TO PREPARE A LETTER (CONTINUED)

2

e. The address begins at the left margin, a minimum of two lines below the date. If special mailing instructions are necessary, begin the address two lines below those instructions. Single space in block style. The address should not exceed five lines. When any line goes past the center of the page, continue it on a second line that is indented two spaces. Capitalized and unpunctuated two-letter State abbreviations may be used for inside addresses. Type the ZIP Code two spaces to the right of the State name or abbreviation.

f. The salutation is typed flush with the left margin two lines below the last line of the address followed by a colon.

g. Subject line, if used, is centered two lines below the salutation. Capitalize the first letters of all words except articles, prepositions, and conjunctions.

h. The body of the letter begins two lines below the salutation or subject line. All letters are single spaced with double spacing between paragraphs regardless of length or number of paragraphs. Begin each main paragraph flush with left margin. Do not number main paragraphs. The first subdivision of a paragraph is indented four spaces (begin typing on the fifth space). Each progressive subdivision is indented as shown in this figure. Succeeding lines begin flush with the left margin.

(1) A paragraph which is subdivided must have at least two subdivisions; e.g., for every (1), there must be a (2).

(a) Subparagraphs are lettered and numbered as follows:  
a., (1), (a). Subparagraphing beyond the third subdivision is discouraged.

(b) The reference numbers and letters are written without spaces or punctuation when a paragraph is referred to in a letter. Example:

paragraph 1h(1)(b)

(c) Subparagraphing may vary to meet special requirements.

(2) Do not begin a paragraph near the end of a page unless there is room for at least two lines on the page. Do not continue a paragraph on a succeeding page unless at least two lines can be carried over to that page..

(3) Type succeeding pages on plain bond paper. Beginning with the second page, type the page number in numerals seven lines from the top and flush with the right margin. Continue text of letter two lines below page number.

i. Begin the complimentary close flush with left margin two lines below the last paragraph.

FIGURE 3-2. HOW TO PREPARE A LETTER (CONTINUED)

3

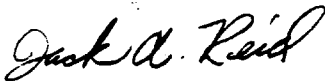
j. The signature block is typed five lines below the complimentary close flush with the left margin. It contains the name (on the fifth line) and the title (on the sixth line) in initial capital letters. Do not use routing symbols with titles. When any line of the signature block goes past the center of the page, continue on a second line that is indented two spaces.

(1) When an individual is detailed to a position as a result of a personnel action, use the term Acting before the title in the signature block. Example:

Jean M. Johnson  
Acting Manager, Air Traffic Branch

(2) When an individual is acting in another position without a personnel action, the signature block will reflect the name and title of the incumbent, and the person authorized will sign for the incumbent (see example below) unless the letter is a denial of a Freedom of Information Act request. In such instances, the Acting signature block is used.

Sincerely,



for Linda M. Black  
Manager, National Airway Engineering  
Field Support Sector

**FIGURE 3-3. ENCLOSURE AND SEPARATE COVER NOTATIONS**

U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Northwest Mountain Region  
Colorado, Idaho, Montana,  
Oregon, Utah, Washington,  
Wyoming

17900 Pacific Highway South  
C-68966  
Seattle, Washington 98168

August 17, 1984

Mr. James L. Proctor  
6887 Exchange Boulevard  
Seattle, WA 98145

Dear Mr. Proctor:

The notation **Enclosure** is used for letters. Enclosure notations are typed two lines below the signature block and flush with the left margin. When more than one enclosure is involved, identify each enclosure by number in the upper right corner; e.g., Enclosure 1, Enclosure 2. When there is more than one lengthy enclosure, use tabs to identify each enclosure by number.

- a. Note enclosure(s) identified in the body of the letter as follows:

|           |    |              |
|-----------|----|--------------|
| Enclosure | OR | 2 Enclosures |
|-----------|----|--------------|

- b. Note enclosure(s) not identified in the body of the letter as follows:

|                       |    |                        |
|-----------------------|----|------------------------|
| Enclosure             | OR | 2 Enclosures           |
| Form Letters Handbook |    | Form Letters Handbook  |
|                       |    | Plain Letters Handbook |

- c. Note multiple copies of the enclosure(s) identified in the body of the letter in parentheses as follows:

|               |    |                  |
|---------------|----|------------------|
| Enclosure (2) | OR | 2 Enclosures (2) |
|---------------|----|------------------|

- d. Note multiple copies of the enclosure(s) not identified in the body of the letter in parentheses after identification of the enclosure as follows:

|                           |    |                           |
|---------------------------|----|---------------------------|
| Enclosure                 | OR | 2 Enclosures              |
| Form Letters Handbook (2) |    | Form Letters Handbook (2) |
|                           |    | Plain Letters Handbook    |

FIGURE 3-3. ENCLOSURE AND SEPARATE COVER NOTATIONS (CONTINUED)

2

e. All enclosures are identified below the enclosure notation if all of the enclosures are not identified in the body of the letter. Example:

2 Enclosures  
Form Letters Handbook  
Plain Letters Handbook

When documents referred to in the body of a letter are sent separately from the letter, type Separate Cover two lines below the enclosure notation (or two lines below the signature block if there is no enclosure) and flush with the left margin. On the next line, type titles or descriptions of the documents which are being sent. The documents are identified here whether or not they were identified in the text as follows:

Separate Cover  
Airman Information Manual  
Air Traffic Handbook

a. When sending more than one copy of the document under separate cover, indicate the number of copies in parentheses following the identification of the document as follows:

Separate Cover  
Airman Information Manual (2)

b. When the material is mailed, include a copy of the letter. If being sent other than first class, type Letter Enclosed on the face of the envelope or package to conform with U.S. Postal Service regulations.

Sincerely,



Floyd E. Borrego  
Manager, Human Resource Management Division

2 Enclosures  
Form Letters Handbook  
Plain Letters Handbook (2)

Separate Cover  
Airman Information Manual (2)  
Air Traffic Handbook

**FIGURE 3-4. CARBON COPY NOTATIONS,  
WRITER'S IDENTIFICATION LINE, AND CONCURRENCES**

(stamp or type date here when signed)

Mrs. Jane J. Perry  
1789 Brookville Avenue  
Riverside, CA 92509

Dear Mrs. Perry:

This figure gives instructions for completing the carbon copy notations, writer's identification line, and concurrences block the first time a letter is typed.

a. Carbon copy distribution notations are shown on the original of the letter only if the addressee has a need to know who received a copy of the letter. Always show the carbon copy distribution on the internal information copies, official file copy, and reading file copy.

b. Carbon copies are indicated by typing cc: flush with the left margin and two lines below the signature block, enclosure notation, or separate cover notation followed by the names or routing symbols of the recipients.  
Example:

cc:  
AAA-1  
AAL-1  
AWP-1

c. Carbon copy notations may be listed across the page to avoid starting a new page. Example:

cc:AAA-1/AAL-1/AWP-1

d. The control number of controlled correspondence appears in parentheses to the right of the appropriate routing symbol on all internal carbon copies.  
Example:

cc:  
AAA-1  
AAL-1  
AWP-1 (Control 1-6-5)

|                                       |
|---------------------------------------|
| CONCURRENCES                          |
| RTG SYMBOL<br>AWP-22                  |
| INITIALS/SIG.<br><i>SB</i>            |
| DATE<br>6/8/84                        |
| RTG SYMBOL<br>AWP-20                  |
| INITIALS/SIG.<br><i>SB</i>            |
| DATE<br>6/9/84                        |
| RTG SYMBOL<br>AWP-10                  |
| INITIALS/SIG.<br><i>J.K. Matthews</i> |
| DATE<br>6/9/84                        |
| RTG SYMBOL                            |
| INITIALS/SIG.                         |
| DATE                                  |
| RTG SYMBOL                            |
| INITIALS/SIG.                         |
| DATE                                  |
| RTG SYMBOL                            |
| INITIALS/SIG.                         |
| DATE                                  |
| RTG SYMBOL                            |
| INITIALS/SIG.                         |
| DATE                                  |
| RTG SYMBOL                            |
| INITIALS/SIG.                         |
| DATE                                  |



FIGURE 3-4. CARBON COPY NOTATIONS, WRITER'S  
IDENTIFICATION LINE, AND CONCURRENCES (CONTINUED)

2

e. Note when enclosures are not furnished to recipients of copies of the letter in the carbon copy notation as follows:

cc:  
AAA-1 w/o enclosures  
AAL-1  
AWP-1

f. The writer's identification line is shown on all internal carbon copies of the letter. Type the routing symbol of the preparing office, the writer's initials and surname, the typist's initials, the writer's telephone number or extension and the date. Separate each item with a colon. Place this notation flush with the left margin two lines below the last line of typing. Example:

AWP-70:RRRoads:olk:FTS 966-5678:7/1/84

g. If word processing equipment is used, type WP: and the document name (or number) in parentheses at the end of the identification line. Example:

AWP-22:BBBlack:lm:FTS 966-4333:5/8/85 (WP:Document Name or Number)

h. To obtain necessary concurrences, use the ladder on the official file copy. The writer's routing symbol is placed in the first block and the coordinating offices' routing symbols in the succeeding blocks. Coordinating officials will legibly write their initials, surname, and the date in the appropriate blocks. Refer to chapter 9 for coordination guidelines and procedures.

i. If letter is rewritten or retyped, see figure 3-6.

Sincerely,

Jim L. Kelly  
Director, Western-Pacific Region

cc:  
AAA-1  
AAL-1  
AWP-1 (Control 1-6-5)

AWP-22:BBBlack:lm:FTS 966-4333:6/8/84 (WP:Document Name or Number)

**FIGURE 3-5. HOW TO ASSEMBLE A LETTER FOR SIGNATURE**

U.S. Department  
of Transportation  
Federal Aviation  
Administration

Southern Region

P. O. Box 20636  
Atlanta, Georgia 30320

August 16, 1984

Mr. Lee J. Brooks  
211 Main Street  
Atlanta, GA 30367

Dear Lee:

This figure shows the correct way to assemble correspondence in a logical, neat package for signature. Keep together all items belonging with the original of the letter, all items belonging with the official file copy, and all items belonging with the information copies. As illustrated on the next page, documents will be arranged in the following order:

a. Original letter and any enclosures are not stapled. Enclosures are clipped to the original in the sequence they are mentioned in the letter. Any courtesy copies should be next, followed by an addressed, franked envelope or window envelope of the appropriate size.

b. Official file documents are the next documents of the assembled package and are arranged in the following order with the official file copy on top and extended to the right so the concurrences block is visible:

(1) Any official file copies voided by revision or retyping follow all pages of the final official file copy. Voids official file copies should be differentiated from the final official file copy with a diagonal line drawn through them.

(2) Copies of enclosures that accompany the original.

(3) Any incoming correspondence and background information.




c. Reading file copy, when used, is the next document of the assembled package. Write the routing symbol of the office which maintains the reading file in the upper right corner of the first page.

d. Information copies and any enclosures are identified by writing the routing symbol in the upper right corner on the first page. Include an addressed, franked envelope of the appropriate size with each copy that goes outside the Department of Transportation. Be sure to include copies of any enclosures if appropriate.

Sincerely,

*Anita K. Harris*  
Anita K. Harris  
Manager, Airway Facilities Division

**FIGURE 3-5. HOW TO ASSEMBLE A LETTER FOR SIGNATURE (CONTINUED)**

|   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
|---|--|---|-------------|------------|--------|----------|------------|------|----------------|------------|--------|----------|------------|------|----------------|------------|-------|----------|------------|------|----------------|------------|--|----------|--|------|--|------------|--|----------|--|------|--|------------|--|----------|--|------|
| US Department of Transportation<br>Federal Aviation Administration<br><br>P.O. BOX 25082<br>OKLAHOMA CITY, OK 73125<br>AAC-1<br><br><small>Office of Business<br/>Penalty for Private Use \$300</small>   |  | <br>   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <br>US Department of Transportation<br>Federal Aviation Administration   |  | Mail Monitors:<br>Aeronautics Center<br><br>P.O. Box 25082<br>Oklahoma City, Oklahoma 73125   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| Mr. Brooke M. Johnson<br>5683 South Kingsgate<br>Oklahoma City, OK 73189<br><br>Dear Mr. Johnson:<br><br>This letter shows the correct way to assemble an outgoing letter for signature.<br><br>Sincerely,<br><br>Brian L. Jordan<br>Director, Aeronautics Center |  | <table border="1"> <tr><td>CONCURRENCE</td></tr> <tr><td>STG SYMBOL</td></tr> <tr><td>AAC-66</td></tr> <tr><td>INITIALS</td></tr> <tr><td><i>JTB</i></td></tr> <tr><td>DATE</td></tr> <tr><td><i>6/24/84</i></td></tr> <tr><td>STG SYMBOL</td></tr> <tr><td>AAC-60</td></tr> <tr><td>INITIALS</td></tr> <tr><td><i>JTB</i></td></tr> <tr><td>DATE</td></tr> <tr><td><i>6/24/84</i></td></tr> <tr><td>STG SYMBOL</td></tr> <tr><td>AAC-2</td></tr> <tr><td>INITIALS</td></tr> <tr><td><i>JTB</i></td></tr> <tr><td>DATE</td></tr> <tr><td><i>6/24/84</i></td></tr> <tr><td>STG SYMBOL</td></tr> <tr><td> </td></tr> <tr><td>INITIALS</td></tr> <tr><td> </td></tr> <tr><td>DATE</td></tr> <tr><td> </td></tr> <tr><td>STG SYMBOL</td></tr> <tr><td> </td></tr> <tr><td>INITIALS</td></tr> <tr><td> </td></tr> <tr><td>DATE</td></tr> <tr><td> </td></tr> <tr><td>STG SYMBOL</td></tr> <tr><td> </td></tr> <tr><td>INITIALS</td></tr> <tr><td> </td></tr> <tr><td>DATE</td></tr> </table> | CONCURRENCE | STG SYMBOL | AAC-66 | INITIALS | <i>JTB</i> | DATE | <i>6/24/84</i> | STG SYMBOL | AAC-60 | INITIALS | <i>JTB</i> | DATE | <i>6/24/84</i> | STG SYMBOL | AAC-2 | INITIALS | <i>JTB</i> | DATE | <i>6/24/84</i> | STG SYMBOL |  | INITIALS |  | DATE |  | STG SYMBOL |  | INITIALS |  | DATE |  | STG SYMBOL |  | INITIALS |  | DATE |
| CONCURRENCE   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| STG SYMBOL  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| AAC-66  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| INITIALS  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <i>JTB</i>  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| DATE  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <i>6/24/84</i>  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| STG SYMBOL  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| AAC-60  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| INITIALS  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <i>JTB</i>  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| DATE  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <i>6/24/84</i>  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| STG SYMBOL  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| AAC-2   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| INITIALS  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <i>JTB</i>  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| DATE  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <i>6/24/84</i>  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| STG SYMBOL  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
|   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| INITIALS  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
|   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| DATE  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
|   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| STG SYMBOL  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
|   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| INITIALS  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
|   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| DATE  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
|   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| STG SYMBOL  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
|   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| INITIALS  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
|   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| DATE  |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <u>ORIGINAL LETTER</u><br><br>1. Original<br>2. Enclosures, if any, in sequence listed in letter (clipped to original)<br>3. Courtesy copy, if any<br>4. Envelope   |  | 1. Official file copy<br>2. Enclosures, if any<br>3. Incoming correspondence, if any<br>4. Background, if any, including previous correspondence  |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <u>OFFICIAL FILE COPY</u><br><small>PAA Form 1280-14 (8-81)</small>   |  | <u>OFFICIAL FILE COPY</u><br><small>U.S. GPO: 1983-071-547</small>  |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <u>READING FILE COPY (IF ANY)</u>   |  |   |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |
| <u>INFORMATION COPY (OR COPIES)</u>   |  | 1. Information copy, if any<br>2. Enclosures, if necessary<br>3. Envelope, if required  |             |            |        |          |            |      |                |            |        |          |            |      |                |            |       |          |            |      |                |            |  |          |  |      |  |            |  |          |  |      |  |            |  |          |  |      |

7/12/85

1360.16

**FIGURE 3-6. RETYPED OR REWRITTEN LETTERS**

(stamp or type date here when signed)

Ms. Jane M. Pace  
6713 Sand Lake Road  
Anchorage, AL 99504

Dear Ms. Pace:

This figure shows the official file copy when a letter is retyped or rewritten.

a. The original identification line and the last retyped/rewritten identification line are shown on the new carbon copies when a letter is retyped or rewritten. Draw a diagonal line through all voided official file copies and staple them behind the new one. Do not cut or fold the new official file copy. Destroy all other copies of the old letter. Each of the following examples could pertain to either retypes or rewrites.

AAL-530:AMJones:dak:FTS 632-8020:4/19/84  
Retyped:AAL-500:msj:FTS 632-7092:4/20/84 (WP:Document Name or Number)

AAL-530:AMJones:dak:FTS 632-8020:4/19/84  
Rewritten:AAL-500:DMDunn:msj:FTS 632-7092:4/20/84

AAL-530:AMJones:dak:FTS 632-8020:4/19/84  
Rewritten per AAL-1:AAL-530:AMJones:dak:FTS 632-8020:4/20/84

b. Recoordination is not required when a letter is retyped for minor errors (such as spelling and typographical errors) or when it is rewritten and the change is directed by a level of authority over all organizational elements coordinating on the original letter; e.g., AAD-1 changes an AMS-1 letter which was coordinated with ABU-1 and ALG-1. Type the routing symbols, coordinating officials' names, and dates of previous coordinations in the appropriate blocks of the ladder of the new official file copy and continue coordination as appropriate.

c. Recoordination is required by those coordinating on the original letter when a major change in content is made. The routing symbols of all who coordinated on the original official file copy are listed on the ladder of the new official file copy.

Sincerely,

John B. Smith  
Manager, Air Traffic Division

cc:AEA-500/AGL-500/AAL-500

AAL-510:AMJones:dak:FTS 632-8020:4/19/84  
Retyped:AAL-500:msj:FTS 632-7092:4/20/84

|                   |  |
|-------------------|--|
| CONCURRENCES      |  |
| RTG. SYMBOL       |  |
| AAL-510           |  |
| INITIALS/SIG.     |  |
| AMJones           |  |
| DATE              |  |
| 4/19/84           |  |
| RTG. SYMBOL       |  |
| AAL-500           |  |
| INITIALS/SIG.     |  |
| <i>Dr. Miller</i> |  |
| DATE              |  |
| 4/19/84           |  |
| RTG. SYMBOL       |  |
| AAL-2             |  |
| INITIALS/SIG.     |  |
| <i>K.R.M.</i>     |  |
| DATE              |  |
| 4/20/84           |  |
| RTG. SYMBOL       |  |
|                   |  |
| INITIALS/SIG.     |  |
|                   |  |
| DATE              |  |
|                   |  |
| RTG. SYMBOL       |  |
|                   |  |
| INITIALS/SIG.     |  |
|                   |  |
| DATE              |  |
|                   |  |
| RTG. SYMBOL       |  |
|                   |  |
| INITIALS/SIG.     |  |
|                   |  |
| DATE              |  |
|                   |  |
| RTG. SYMBOL       |  |
|                   |  |
| INITIALS/SIG.     |  |
|                   |  |
| DATE              |  |
|                   |  |

FIGURE 3-7. IDENTICAL LETTERS

(stamp or type date here when signed)

Mr. Paul R. James  
16 Main Street  
Houston, TX 76849

Dear Paul:

When an identical letter is written to two or more persons, prepare an original for each addressee and only one set of file copies. Type a list of the addressees on all internal copies or, if the list is too long, attach it to the file copies.

Sincerely,

Don B. Wilson  
Manager, Financial Services Division

cc:  
ACT-30

ACT-32:JRHarris:ppw:FTS 482-4607:8/9/84

**IDENTICAL LETTERS TO:**

Mr. John L. Smith  
1324 South MacArthur  
Oklahoma City, OK 73119

Ms. Jane M. Wilson  
8544 North Alexander  
Dallas, TX 76789

|                    |  |
|--------------------|--|
| CONCURRENCES       |  |
| RTG SYMBOL         |  |
| ACT-32             |  |
| INITIALS/SIG.      |  |
| <i>[Signature]</i> |  |
| DATE               |  |
| 8/7/84             |  |
| RTG SYMBOL         |  |
| ACT-60             |  |
| INITIALS/SIG.      |  |
| <i>[Signature]</i> |  |
| DATE               |  |
| 9/10/84            |  |
| RTG SYMBOL         |  |
| INITIALS/SIG.      |  |
| DATE               |  |
| RTG SYMBOL         |  |
| INITIALS/SIG.      |  |
| DATE               |  |
| RTG SYMBOL         |  |
| INITIALS/SIG.      |  |
| DATE               |  |
| RTG SYMBOL         |  |
| INITIALS/SIG.      |  |
| DATE               |  |
| RTG SYMBOL         |  |
| INITIALS/SIG.      |  |
| DATE               |  |
| RTG SYMBOL         |  |
| INITIALS/SIG.      |  |
| DATE               |  |

**FIGURE 4-1. GENERAL INSTRUCTIONS FOR CONGRESSIONAL CORRESPONDENCE**

US Department  
of Transportation  
  
Federal Aviation  
Administration

Mike Monroney  
Aeronautical Center

P.O. Box 25082  
Oklahoma City, Oklahoma 73125

(stamp or type date here when signed)

The Honorable David L. Boren  
United States Senate  
Washington, DC 20510

(see Appendix 1, Forms  
of Address, for Members  
of Congress)

Dear Senator Boren:

The following guidelines apply when preparing congressional correspondence.

a. The deadline for preparing a response to a congressional letter is 5 working days from date of receipt at an office/facility unless a different due date is specified. An interim response is required if an appropriate answer cannot be obtained in that period of time. It must state approximately when a full answer will be made and the reason for the delay. An interim response is required within the 5-day deadline.

b. When a Member of Congress writes as a chairperson or member of a committee, address the reply to him/her as chairperson or member of the committee rather than as an individual Member of Congress.

c. When a letter is received from a staff member of a Member of Congress, address the reply to the Member of Congress or to the chairperson/member of the committee rather than to the staff member. Reference the staff member's name in the opening paragraph.

d. When a staff member writes on behalf of a deceased Member of Congress, address the reply to the Administrative Assistant to the late (full name of deceased Member of Congress).

e. When a constituent's letter results in an inquiry from more than one Member of Congress, send an original and letterhead tissue (courtesy) copy to each Member. Indicate in each letter the name(s) of the other Member(s) who have received or will be receiving an identical response, when possible.

f. When a letter is signed by more than one Member of Congress, send an identical original and letterhead courtesy copy to each Member. Indicate that each Member received an identical response.

g. Do not use an attention line in congressional correspondence. However, use an attention line on the envelope if the Member of Congress asks that the reply be sent to the attention of a particular staff member.

**FIGURE 4-1. GENERAL INSTRUCTIONS FOR CONGRESSIONAL  
CORRESPONDENCE (CONTINUED)**

2

h. The constituent's letter, which is returned to the Member of Congress, is counted as an enclosure. Type Transmitted Correspondence on the original and all copies of the letter.

i. Correspondence which will be signed by the Administrator must not have the right margin justified.

Sincerely,

Ruth A. Marshall  
Director, Aeronautical Center

Enclosure  
Transmitted Correspondence

**FIGURE 4-2. COPY REQUIREMENTS**

US Department  
of Transportation  
**Federal Aviation  
Administration**

Southern Region

P. O. Box 20636  
Atlanta, Georgia 30320

The Honorable Albert J. Jackson  
United States Senator  
111 South Lowe  
Atlanta, GA 30301

(see Appendix 1, Forms  
of Address, for Members  
of Congress)

Dear Senator Jackson:

Prepare the following copies when replying to congressional correspondence:

- a. Member of Congress. Letter original and letterhead tissue with any enclosures and the transmitted correspondence. If the Member requests the reply be addressed to his/her district office or directly to the constituent, send one letterhead tissue, a copy of any enclosures, and a copy of the transmitted correspondence to the Member's Washington office.
- b. Administrative Staff (AOA-3). Two readable, reproducible copies if the reply is signed by the Administrator or the Deputy Administrator OR one readable, reproducible copy if the reply is signed at other levels. (AOA-3 will accept machine-reproduced copies.) Attach a copy of any enclosures to one copy marked for AOA-3. If the correspondence was received by the region or center directly from the Member of Congress, attach a copy of the incoming correspondence to the AOA-3 copy.
- c. Executive Secretariat (S-10). One reproduced "xeroxed" copy of the signed original with a copy of any enclosures marked for S-10 if the correspondence is also controlled by S-10 and signed at any level other than the Secretary (S-1) or the Deputy Secretary (S-2). If the reply is signed by S-1 or S-2, provide one readable copy for S-10. All S-10 copies must be sent to AOA-3.
- d. Official File. The official file copy with a copy of any enclosures and the incoming correspondence. If the reply is signed by S-1 or S-2, prepare an additional official file copy with no coordination in the ladder.
- e. Reading File. One readable copy marked for the reading file of the signer if the reply is signed at a level other than the Administrator or the Deputy Administrator.



FIGURE 4-2. COPY REQUIREMENTS (CONTINUED)

2

f. Other Information Copies. As determined necessary by the action office, one readable copy for any office, service, region, or center with a copy of any enclosures and the incoming correspondence.

Sincerely,

Mark A. Cartwright  
Director, Southern Region

Enclosure  
Transmitted Correspondence

cc:  
Washington Office

FIGURE 4-3. CARBON COPY NOTATIONS

August 25, 1984

The Honorable John Jones  
Member, United States House of  
Representatives  
301 Rochester Avenue  
Dallas, TX 76101

(see Appendix 1, Forms  
of Address, for Members  
of Congress)

Dear Mr. Jones:

The following guidelines apply to carbon copy notations on congressional correspondence:

a. On the original of the letter and the letterhead tissue, a carbon copy notation is permissible when the reply is sent to the district office of the Member of Congress. Example:

cc:  
Washington Office

b. On all carbon copies of the letter except the letterhead tissue, show the other carbon copy notations.

(1) Copies controlled by the Executive Secretariat (S-10) and/or the Administrative Staff (AOA-3) are shown as follows:

cc:  
AOA-3 (Control A840815022)  
S-10 (Control 8408130056)

(2) Copies received by the region or center directly from the Member of Congress are shown as follows:

cc:  
AOA-3

|               |                    |
|---------------|--------------------|
| CONCURRENCES  |                    |
| RTG SYMBOL    | ASW-500            |
| INITIALS/SIG. | <i>C. E. Jones</i> |
| DATE          | 8/23/84            |
| RTG SYMBOL    | ASW-2              |
| INITIALS/SIG. | <i>W. D. Jones</i> |
| DATE          | 8/24/84            |
| RTG SYMBOL    |                    |
| INITIALS/SIG. |                    |
| DATE          |                    |
| RTG SYMBOL    |                    |
| INITIALS/SIG. |                    |
| DATE          |                    |
| RTG SYMBOL    |                    |
| INITIALS/SIG. |                    |
| DATE          |                    |
| RTG SYMBOL    |                    |
| INITIALS/SIG. |                    |
| DATE          |                    |
| RTG SYMBOL    |                    |
| INITIALS/SIG. |                    |
| DATE          |                    |

FIGURE 4-3. CARBON COPY NOTATIONS (CONTINUED)

2

(3) Additional copies for another office, service, region, or center are noted below the last notation as shown below:

cc:  
Washington Office  
AOA-3 (Control A840815022)  
S-10 (Control 8408130056)  
ANM-1

Sincerely,

Original signed by  
Raymond J. Naranjo

Raymond J. Naranjo  
Director, Southwest Region

Enclosure  
Transmitted Correspondence

cc:  
Washington Office  
AOA-3 (Control A840815022)  
S-10 (Control 8408130056)  
ANM-1  
ASW-1

ASW-500:CEJones:sa:FTS 379-4056:8/23/84 (WP:Document Name or Number)

**FIGURE 5-1. ADMINISTRATOR'S CORRESPONDENCE--LETTERS**

U.S. Department  
of Transportation  
Federal Aviation  
Administration

Office of the Administrator

800 Independence Ave. S.W.  
Washington, D.C. 20591

(stamp or type date here when signed)

Mr. Kevin Bond  
234 East Hightower Street  
Oklahoma City, OK 73132

Dear Mr. Bond:

Letters for the signature of the Administrator or the Deputy Administrator or letters of special interest to them that are signed by others are controlled by and routed through the Administrative Staff (AOA-3).

a. If information from a region or center is needed to respond to correspondence designated for the Administrator's signature, the Federal Aviation Administration headquarters office of primary interest shall obtain the required information and prepare the final response. All interim replies to such correspondence are prepared by the FAA headquarters office of primary interest and are signed by the appropriate Associate Administrator or office/service head.

b. If a letter is signed outside the Office of the Administrator, but controlled by AOA-3, forward one readable copy of the response to AOA-3. The AOA-3 control number is shown on this copy.

c. The following are suggested opening statements for correspondence referred by AOA-3 for signature of another official.

(1) Thank you for your letter of (date) to the (Administrator) (Deputy Administrator). (He/she) has asked (us) (me) to reply to you regarding (subject). (NOTE: If it's a late response, eliminate the date.)

(2) The Administrator has asked me to thank you for your expression of interest in (subject).

d. If a letter is signed by the head of an office and deemed of sufficient interest to the Administrator or the Deputy Administrator, forward two readable copies to AOA-3.

Use the following guidelines when preparing a letter for the signature of the Administrator or the Deputy Administrator.

a. Prepare the letter on Office of the Administrator letterhead. Forward an official file copy and two readable copies with the letter. All copies must be identical to the original. Approval letters are signature mail and the same number of copies are required.

FIGURE 5-1. ADMINISTRATOR'S CORRESPONDENCE--LETTERS (CONTINUED)

2

- b. Do not use an attention line.
- c. Do not use the personal pronoun "I" unless requested by the Administrator's office; this permits an official other than the Administrator to sign the letter without rewriting. The use of the pronoun "we" is permitted.
- d. The signature block is typed five lines below the complimentary close. Enclosure notations are typed two lines below the title.
- e. Do not show copy distribution on originals.
- f. Do not staple originals or courtesy copies.
- g. Do not justify the right margin.
- h. Attach a readable copy of the incoming letter, background information, and any enclosures to one of the copies if the correspondence is not controlled by AOA-3.
- i. Attach all voided official file copies. Return the letter originally intended for signature including any notes from the Office of the Administrator or Deputy Administrator.
- j. Limit concurrences to one for each office, service, region, or center involved, including the preparing element. The initials and surname are required. Other levels may initial in the space below or to the left of the ladder of the official file copy.
- k. The originating office shall retain all information copies to be distributed outside the office except those for AOA-3 and higher offices. Upon receipt of the dated and stamped official file copy, the originating office indicates date signed, signing official, and routes information copies.
- l. Detach mail control slips, route slips, and any other material not pertinent to the correspondence.
- m. If a briefing memorandum is necessary, limit it to one page where practical. Do not repeat the content of the related letter in the briefing memorandum. Give significant background information; reasons for the action proposed; pertinent policies, laws, or precedents; concurrences or views of other officials; and possible alternatives. Briefing memorandums are signed by Associate Administrators, heads of offices and services, or their deputies or designated alternates.

Sincerely,

Donald D. Engen  
Administrator

**FIGURE 5-2. ADMINISTRATOR'S CORRESPONDENCE--MEMORANDUMS**

US Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Subject **ACTION:** Administrator's Correspondence--  
Memorandums

Date (stamp or type  
date here when  
signed)

From Administrator

Reply to  
Attn. of

To Associate Administrator for Administration

Memorandums for the signature of the Administrator or the Deputy Administrator are prepared according to the guidelines in figure 5-1.

- a. Type the title only in the **From:** line.
- b. Leave the **Reply to Attn. of:** block blank except when writing to the Secretary. In this case, type the drafter's name and telephone number in the block.
- c. Use the title only in the **To:** line. Do not use a routing symbol with the title.

Donald D. Engen

## CHAPTER 7. WHITE HOUSE CORRESPONDENCE

70. DEFINITIONS.

a. White House correspondence is all correspondence sent to or prepared for the signature of the President or White House staff members and all correspondence referred from or controlled by the White House for direct reply or appropriate handling. The time limit for reply is 9 working days from date of receipt in the action office unless a different due date is specified.

b. White House bulk mail is correspondence referred by the White House that is not controlled by the Administrative Staff (AOA-3). The time limit for reply is 15 days from date of receipt in the action office.

71. TIME LIMITS. If the due date for a reply to controlled White House mail cannot be met, the action office prepares an interim response which includes the best possible estimate as to when a complete reply can be expected. If the Secretary or Deputy Secretary will sign the final response, the interim response may be signed by the action office unless otherwise specified. If the final response is signed within a Federal Aviation Administration (FAA) element, the acknowledgment is signed within the same organization. The action office may sign the interim response, as appropriate.

72. COPY REQUIREMENTS. Copy requirements for White House correspondence are as follows:

a. The standard copies prescribed for all correspondence as explained in figure 3-5.

b. One readable courtesy copy. Additional copies are prepared if requested or if it is certain they are needed.

c. One readable copy of the proposed reply for the Executive Secretariat (S-10).

d. One readable copy of the proposed reply for AOA-3 OR two readable copies if the reply is signed by the Administrator or the Secretary.

73.-79. RESERVED.

FIGURE 7-1. TRANSMITTAL MEMORANDUM FOR  
WHITE HOUSE (PRESIDENT'S) CORRESPONDENCE



U.S. Department of  
Transportation  
Office of the Secretary  
of Transportation

Assistant Secretary  
for Administration

400 Seventh Street, S.W.  
Washington, D.C. 20590

(stamp or type date here when signed)

MEMORANDUM TO: (staff member's name)  
Director, Agency Liaison  
Presidential Correspondence  
The White House

SUBJECT: (state your subject)

This transmits the proposed reply. Summarize the background of the letter, the action taken, and the reasons for the reply. Reference any pertinent precedents, laws, and policies. Do not restate the contents of the enclosed draft.

This format is called a formal memorandum and normally used only when writing to the White House. The words "enclosed" and "enclosure" are used in formal memorandums.

\*

Ruth Drinkard Knouse  
Director, Executive Secretariat

\*

Enclosure



FIGURE 7-2. PROPOSED REPLY FOR WHITE HOUSE (PRESIDENT'S) CORRESPONDENCE

## P R O P O S E D   R E P L Y

Dear Mr. Bond:

Correspondence to be signed at the White House (President's) level is prepared as outlined below:

a. Type the letter in double-spaced draft form on plain white bond. Type the words **PROPOSED REPLY** in all capital letters in the upper right corner, leaving one space between each letter. This proposed reply is sent by transmittal correspondence (see figure 7-1).

b. Return the White House correspondence after reproducing a copy for the action office's official file. Make a notation **Original of incoming correspondence returned to White House** on the official file copy.

c. Show the name and address of the recipient two lines below the signature block, flush with the left margin, approximately nine lines below the complimentary close.

Sincerely,

(do not type a signature block  
or title unless specified in the  
instructions received)

Mr. J.R. Bond      (addressee)  
2020 Delta Lane  
Atlanta, GA 30320

FIGURE 7-3. TRANSMITTAL MEMORANDUM FOR WHITE HOUSE  
(VICE PRESIDENT'S) CORRESPONDENCE



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

Assistant Secretary  
for Administration

400 Seventh Street, S.W.  
Washington, D.C. 20590

(stamp or type date here when signed)

MEMORANDUM TO: (staff member's name)  
Office of the Vice President

SUBJECT: (state your subject)

This is the transmittal letter used by the Executive Secretariat (S-10) to send the Administrator's reply to the Office of the Vice President. Summarize background of the letter, the action taken, and the reasons for the reply. Reference any pertinent precedents, laws, and policies. Do not restate the contents of the enclosed letter to the Vice President.

This format is called a formal memorandum and normally used only when writing to the White House. The words "enclosed" and "enclosure" are used in formal memorandums.

\*

Ruth Drinkard Knouse  
Director, Executive Secretariat

\*

Enclosure

**FIGURE 7-4. MEMORANDUM TO BE USED AS AN ENCLOSURE  
TO THE VICE PRESIDENT'S REPLY TO CONSTITUENT**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Office of the Administrator

800 Independence Ave., S.W.  
Washington, D.C. 20591

(stamp or type date here when signed)

MEMORANDUM TO: The Vice President

SUBJECT: (state your subject)

This is a letter that the Vice President's office uses to enclose with a short letter from the staff member back to the constituent. This reply is always in final form (not draft) and is always written to the Vice President and not to the constituent. This reply is signed by the Administrator and transmitted through the Executive Secretariat (S-10). Do not justify the right margin.

Donald D. Engen  
Administrator

**FIGURE 7-5. WHITE HOUSE REFERRALS FOR DIRECT REPLY**

U.S. Department  
of Transportation  
Federal Aviation  
Administration

800 Independence Ave., S.W.  
Washington, D.C. 20591

(stamp or type date here when signed)

Mr. J.R. Bond  
2020 Delta Lane  
Atlanta, GA 30320

Dear Mr. Bond:

White House referrals for direct reply are prepared according to the following guidelines.

a. When replying to Presidential mail, do not use phrases containing the word referred, indirect or impersonal phrases, or phrases which mention the White House as though it were a person. Use the following phrases:

- (1) President (surname) has asked me to thank you for . . . .
- (2) Thank you for your letter of January 1, 1984, to President (surname) . . . .
- (3) On behalf of President (surname), thank you for . . . .

b. When it is inappropriate to express appreciation, use:

- (1) President (surname) has asked me to reply to . . . .
- (2) Your letter of January 1, 1984, to President (surname) was received . . . .

c. Furnish the White House a copy of the reply when requested to do so or if, in the opinion of the action office, the reply is of unexpected interest or significance. In such cases, attach a readable copy of the incoming letter to the White House copy of the outgoing letter. Prepare this copy of the reply on letterhead tissue.

Sincerely,

Glenn R. Wright  
Associate Administrator for Air Traffic

## CHAPTER 8. TELECOMMUNICATIONS

80. USE. Telegrams and other forms of message transmittals are used for correspondence when both speed and a written record are essential. Use telecommunications only when necessary.

81. MESSAGE STYLE. Use the following standards of style when preparing messages.

a. Omit the articles a, an, and the unless they are needed for clarity or unless they are part of a quoted passage.

b. Type numerals as Arabic numerals. Use numerals and the slash mark when writing fractions rather than the typewriter fraction. Write compound numbers with a hyphen. Examples:

2 1/2

1984-85

c. Keep punctuation to a minimum and use only as needed for clarity. Do not use words such as Stop, Comma, Quote, or Period. When open punctuation is specified, do not use any punctuation.

d. Avoid use of unnecessary words such as Mr. or Please.

e. Use standard agency abbreviations. Use other abbreviations only when it is certain they will not cause confusion.

f. Do not underscore for emphasis (underscoring is not transmitted).

g. Do not use the following symbols since they are not on the keyboard of a teletype machine and must be spelled out: +, %, \*, @, or °.

h. Use all capital letters.

82. PREPARATION OF STANDARD FORM 14 (SF-14). Fill in all applicable spaces on the first page of a message. Start typing succeeding pages two lines below the TO: caption; the top portion need not be repeated. Prepare the same copies as prescribed for a memorandum or letter. Attach material to be facsimiled (an exact copy of the original document transmitted by wire service) to the SF-14. This material should be an unstapled, readable copy in good condition. Tissue copies are not accepted.

a. Name of Agency. Type **FEDERAL AVIATION ADMINISTRATION** (FAA for within agency), name of office or organizational unit, mailing address, city, State, and ZIP Code.

b. Precedence.

(1) Type **ROUTINE** for messages that need not reach the addressee by close of the current workday.

(2) Type **PRIORITY** for messages that must reach the addressee before the close of the current workday. (See figure 8-6 for time zone map.) Normally, a priority message reaches its destination within 4 to 6 hours. However, if delivery time is critical, type a note at the bottom center of the page. Example:

ADDRESSEE MUST HAVE FOR ACTION BY 4:30 PM EST

c. Security Classification. If the message is not classified, type **UNCLAS** in the security classification block. If message is classified, see Order 1600.2B, National Security Information.

d. Accounting Classification. Leave blank unless a **COLLECT** or **CHARGE TO** message.

e. Date Prepared. Type the month, day, and year using numbers only; e.g., 5/14/84.

f. Type of Message. Check **SINGLE**, **BOOK**, or **MULTIPLE ADDRESS** as appropriate.

(1) Single. Check **SINGLE** when sending a message to one addressee only.

(2) Book. Check **BOOK** when sending identical messages to two or more addressees and each need not be informed of the other recipients. When the addressee must not be informed of other recipients, insert the phrase (**PROTECT TO EACH ADDRESSEE AS A SINGLE ADDRESSEE**) in parentheses immediately above the list of addressees.

(3) Multiple Address. Check **MULTIPLE ADDRESS** when each addressee must be informed of the other addressees. Type the names, addresses, and the message on the SF-14.

g. Name and Telephone Number. Type the name and routing symbol of the writer of the message. Type the complete telephone number, FTS or commercial.

h. Message to be Transmitted. Do not type beyond the dotted guideline.

(1) Address.

(a) For action addressees, begin the list two spaces to the right of the **TO:** caption. Type in capital letters, block style, single spaced, with open punctuation. Double space between multiple addresses. If the printed **TO:** caption is followed by instructions (see figure 8-1), begin the list of addressees two lines below the **TO:** caption.

(b) For information recipients, type **INFO:** two lines below the end of the action addressees and begin the list of information addressees two spaces to the right using the same format as for action addresses.

(c) Always include the ZIP Code for addresses outside the Federal Government.

(d) Include the telephone number of the facsimile machine to which the message will be sent for facsimile messages sent outside the FAA. Include a confirmation telephone number when confirmation of receipt is desired. These telephone numbers are typed to the right of the address (see figure 8-5).

(2) Body. Begin the body of the message flush with the left margin two lines below the last line of the address. Use all capital letters. Block paragraphs, double space text, and triple space between paragraphs.

i. Signature. Type the full name and routing symbol of the signing official in capital letters five lines below the last line of the body of the message flush with the left margin. If the message is going outside the Federal Aviation Administration, type the signer's title and routing symbol in capital letters on the second line and **FEDERAL AVIATION ADMINISTRATION** on the third line.

j. Copy Distribution. On the carbon copies only, type cc: flush with the left margin two lines below the last line of the signature element. Begin the list of recipients on the next line flush with the left margin and include information addressees to receive copies by mail rather than by wire. Send information copies through the mail when speed is not essential.

k. Identification Line. Show this line on carbon copies as illustrated in chapters 2 and 3.

l. Page Number and Number of Pages. Show the individual page number and total number of pages in the appropriate blocks on the SF-14.

m. Message Delivery. Hand-carry message to the telecommunications center.

83. REFERENCE. See Order 1770.6, **Communications Control Center Handbook**, and subsequent revisions for instructions on preparation of General Notice (GENOT) and Regional Office Notice (RENOT). See Order 7930.2A, **Notice to Airmen (NOTAMS)**, and subsequent revisions for instructions on preparation of NOTAMS.

84.-89. RESERVED.

**FIGURE 8-1. SAMPLE SF-14 TO OTHER FAA OFFICES****TELEGRAPHIC MESSAGE**

|  |                          |  |                                       |
|--|--------------------------|--|---------------------------------------|
| NAME OF AGENCY<br>FAA CENTRAL REGION<br>601 EAST 12TH STREET<br>KANSAS CITY, MO 64106  |                          | PRECEDENCE<br>ACTION: PRIORITY<br>INFO: ROUTINE  | SECURITY CLASSIFICATION<br><br>UNCLAS |
| ACCOUNTING CLASSIFICATION  | DATE PREPARED<br>8/15/84 | FEE  |                                       |
| FOR INFORMATION CALL   |                          |  |                                       |
| NAME<br>JIM C. JAMES, ACE-64C  | PHONE NUMBER<br>749-4459 | TYPE OF MESSAGE<br><input type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> BOOK <input type="checkbox"/> MATRIL ADDRESS |                                       |
| THIS SPACE FOR USE OF COMMUNICATION UNIT   |                          |  |                                       |
| MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)   |                          |  |                                       |
| <p><b>TO:</b> (PROTECT TO EACH ADDRESSEE AS A SINGLE ADDRESS)</p> <p>FAA EASTERN REGION (AEA-60)<br/>NEW YORK NY</p> <p>FAA GREAT LAKES REGION (AGL-60)<br/>DES PLAINES IL</p> <p>INFO: FAA HQ WASH DC (AMS-400)</p> <p>THIS FIGURE ILLUSTRATES THE PROPER WAY TO PREPARE A MESSAGE TO OTHER<br/>FAA OFFICES. THE TEXT OF THE MESSAGE BEGINS 2 LINES BELOW THE LAST<br/>ADDRESS LINE.</p> <p>TRIPLE SPACE BETWEEN PARAGRAPHS OF THE TEXT.</p> <p>JOHN Q. DOE, ACE-60</p> |                          |  |                                       |
|  |                          | SECURITY CLASSIFICATION  |                                       |
| PAGE NO.<br>1  | NO. OF PGS.<br>1         | UNCLAS   |                                       |

STANDARD FORM 14  
REVISED 11-80  
GSA FPMR (41 CFR) 101-11.6

Previous editions obsolete. FORM 7540-02-004-0000

14-100  
\* GPO : 1981 O - 341-635 (5001)



**FIGURE 8-2. SAMPLE CHARGE TO SF-14****TELEGRAPHIC MESSAGE**

|  |                          |   |                                   |
|--|--------------------------|---|-----------------------------------|
| NAME OF AGENCY<br>FEDERAL AVIATION ADMINISTRATION<br>NEW ENGLAND REGION<br>12 NEW ENGLAND EXECUTIVE PARK<br>BURLINGTON, MA 01803   |                          | PRECEDENCE<br>ACTION: ROUTINE<br>INFO:  | SECURITY CLASSIFICATION<br>UNCLAS |
| ACCOUNTING CLASSIFICATION<br>SEE BELOW   | DATE PREPARED<br>10/4/84 | FILE  |                                   |
| FOR INFORMATION CALL   |                          |   |                                   |
| NAME<br>SUZANNE M. ADAMS, ANE-30   | PHONE NUMBER<br>392-4443 | TYPE OF MESSAGE<br><input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESS |                                   |
| THIS SPACE FOR USE OF COMMUNICATION UNIT   |                          |   |                                   |
| CHARGE TO: TYSON TITLE COMPANY 14509 SOUTH PARKWAY DALLAS TX 76359<br>PHONE 217-712-2727   |                          |   |                                   |
| MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)   |                          |   |                                   |
| <p><b>TO:</b> KINGS AIRLINES INC<br/>55-69 KINGSWAY<br/>LONDON WC2R ODP</p> <p>THIS FIGURE ILLUSTRATES THE PROPER WAY FOR THE ORIGINATOR TO PREPARE A CHARGE TO TELEGRAPHIC MESSAGE TO AN INDIVIDUAL OR ORGANIZATION AT A NON-FAA LOCATION.</p> <p>CHARGE TO MESSAGES ARE SENT TO ORGANIZATIONS OR INDIVIDUALS AT ANY ADDRESS IN THE WORLD WHEN ARRANGEMENTS FOR PAYMENT WERE MADE WITH AN INDIVIDUAL OR ORGANIZATION LOCATED WITHIN THE 50 STATES, CANADA, OR PUERTO RICO.</p> <p>COMPLETE MAILING ADDRESS AND TELEPHONE OF THE CHARGE TO INDIVIDUAL OR ORGANIZATION IS REQUIRED TO ENSURE THE MESSAGE IS CHARGED TO THE PROPER INDIVIDUAL OR ORGANIZATION.</p> <p>ADAM J. SANDERS<br/>MANAGER, BUDGET DIVISION, ANE-30<br/>FEDERAL AVIATION ADMINISTRATION</p> |                          |   |                                   |
|  |                          | SECURITY CLASSIFICATION   |                                   |
| PAGE NO.<br>1  | NO. OF PGS.<br>1         | UNCLAS  |                                   |

STANDARD FORM 14  
REVISED 11-80  
GSA FPMR (41 CFR) 101-11.504

Previous editions obsolete. NEN 7345-02-024-0040

14-108  
\* GPO : 1981 O - 241-626 (5501)

FIGURE 8-3. SAMPLE COLLECT SF-14

**TELEGRAPHIC MESSAGE**

|  |                  |   |   |
|--|------------------|---|---|
| NAME OF AGENCY<br>FEDERAL AVIATION ADMINISTRATION<br>WESTERN-PACIFIC REGION<br>P.O. BOX 92007 WORLDWAY POSTAL CENTER<br>LOS ANGELES, CA 90009  |                  | PRECEDENCE<br><br>ACTION: PRIORITY<br><br>INFO: | SECURITY CLASSIFICATION<br><br>UNCLAS   |
| ACCOUNTING CLASSIFICATION<br>COLLECT   |                  | DATE PREPARED<br>9/9/84                         | FILE  |
| FOR INFORMATION CALL   |                  |   |   |
| NAME<br>MARK K. ALEXANDER, AWP-24  |                  | PHONE NUMBER<br>536-7229                        | TYPE OF MESSAGE<br><input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> BOOK <input type="checkbox"/> MATRNL ADDRESS |
| THIS SPACE FOR USE OF COMMUNICATION UNIT   |                  |   |   |
| MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)   |                  |   |   |
| <p><b>TO:</b> RICHARD E SMITH 213-123-1234<br/>190 WEST IMPERIAL AVENUE<br/>GRAND PRAIRIE TX 75050</p> <p>BELL HELICOPTER TELEX 748229 BELLHCTP FTW<br/>ATTN MONTY JONES<br/>P O BOX 3069<br/>FORT WORTH TX 76101</p> <p>THIS FIGURE ILLUSTRATES THE PROPER WAY FOR THE ORIGINATOR TO PREPARE<br/>A COLLECT TELEGRAPHIC MESSAGE TO AN INDIVIDUAL OR ORGANIZATION AT A<br/>NON-FAA LOCATION.</p> <p>COLLECT MESSAGES ARE SENT TO ORGANIZATIONS OR INDIVIDUALS WHO HAVE<br/>PREVIOUSLY AGREED TO PAY THE CHARGES WITHIN THE 50 STATES, CANADA, OR<br/>PUERTO RICO. THE COMPLETE TELEPHONE NUMBER PLUS AREA CODE OR TELEX<br/>NUMBER IS LISTED IMMEDIATELY FOLLOWING THE NAME IN THE ADDRESS LINE.</p> <p>JONATHAN L. BANKS<br/>MANAGER, ACCOUNTING DIVISION, AWP-20<br/>FEDERAL AVIATION ADMINISTRATION</p> <p>ADDRESSEE MUST HAVE FOR ACTION BY 4:30 PM CST</p> |                  |   |   |
|  |                  | SECURITY CLASSIFICATION                         |   |
| PAGE NO.<br>1  | NO. OF PGS.<br>1 | UNCLAS  |   |

STANDARD FORM 14  
REVISED 11-80  
GSA FPMR (41 CFR) 101-11.6

Product of the FAA: NTSB 75-25-254-2545

© GPO : 1981 O - 341-626 (5001)

**FIGURE 8-4. SAMPLE SF-14 OF A FACSIMILE MESSAGE SENT WITHIN FAA**

| TELEGRAPHIC MESSAGE  |                                       |   |             |   |   |                                   |
|--|---------------------------------------|---|-------------|---|---|-----------------------------------|
| NAME OF AGENCY<br>FAA SOUTHERN REGION<br>P.O. BOX 20636<br>ATLANTA, GA 30320   | PRIORITY<br>ACTION: PRIORITY<br>INFO: | SECURITY CLASSIFICATION<br>UNCLAS   |             |   |   |                                   |
| ACCOUNTING CLASSIFICATION  | DATE PREPARED<br>8/25/84              | FILE  |             |   |   |                                   |
| FOR INFORMATION CALL   |                                       |   |             |   |   |                                   |
| NAME<br>EDWARD K. MARTIN, ASO-14<br>THIS SPACE FOR USE OF COMMUNICATION UNIT   | PHONE NUMBER<br>246-1010              | TYPE OF MESSAGE<br><input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESS |             |   |   |                                   |
| MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)   |                                       |   |             |   |   |                                   |
| <p>TO: FAA HQ WASH DC (APT-10)</p> <p>TRANSMIT THE ATTACHED 5 PAGES VIA FACSIMILE.</p> <p>JAMES N. BARRETT, ASO-10</p> |                                       |   |             |   |   |                                   |
| <table border="1"> <tr> <td>PAGE NO.</td> <td>NO. OF PGS.</td> </tr> <tr> <td>1</td> <td>6</td> </tr> </table>         |                                       | PAGE NO.  | NO. OF PGS. | 1 | 6 | SECURITY CLASSIFICATION<br>UNCLAS |
| PAGE NO.   | NO. OF PGS.                           |   |             |   |   |                                   |
| 1  | 6                                     |   |             |   |   |                                   |

STANDARD FORM 14  
REVISED 11-80  
GSA FPMR (41 CFR) 101-11.6

Previous edition obsolete: NBS 7540-02-204-2000

14-100  
\* GPO : 1981 O - 241-526 (5501)

1360.16

FIGURE 8-5. SAMPLE SF-14 OF A FACSIMILE MESSAGE SENT OUTSIDE FAA

**STANDARD FORM 14**  
**REVISED 11-80**  
**GSA FPMR (41 CFR) 101-11.604**



## CHAPTER 9. COORDINATION

90. GENERAL.

a. Coordination is the procedure by which the action office ensures a coordinated response prior to presentation for approval and/or signature. Coordination of outgoing correspondence:

(1) Will be held to a minimum and will be effected by the quickest and most informal method appropriate for action.

(2) Will be effected with only those offices having a vital or substantive interest in the subject matter.

(3) Shall not be requested merely for courtesy or informational purposes.

(4) Will be accomplished by the originating office during draft stages to avoid revisions of final copy when practicable.

(5) Will be effected without delay. The urgency of responding will determine the length of time allowed for coordination. Normally, coordination will be conducted within 1 working day. However, if the urgency of the correspondence dictates, this time will be reduced.

b. When coordinating correspondence, the following definitions apply:

(1) Concurrence. Indicates agreement with the concept of the response.

(2) Concurrence with Comment. Indicates agreement with the concept of the response, but it should be revised to avoid an incorrect, unresponsive, or misleading statement.

(3) Nonconcurrence. Indicates disagreement with the concept of the response.

91. METHODS OF COORDINATION.

a. Sequential. Send the correspondence to one office at a time for signature on the same official file copy.

b. Simultaneous. Send a copy of the correspondence to each coordinating official at the same time. The coordinating official should coordinate with the originator by telephone or personal visit to resolve any differences. If coordination is performed in this manner, notation should be made on the ladder of the official file copy.

c. Telephonic. In instances where the originating office and the coordinating office are distances apart, coordination by telephone is advisable. Read the correspondence to the coordinating official and request oral approval. Note on the ladder of the official file copy that coordination was obtained by telephone.

**92. COORDINATION PROCEDURES.**

a. Concurrence. If the correspondence in question is acceptable, the coordinating official will legibly write his/her initials, surname, and the date in the appropriate block on the ladder on the official file copy. Promptly send the correspondence to the next coordinating office (or the originating office as appropriate) by whatever means necessary to meet the deadline date.

b. Concurrence with Comment. If the comment proposes a change, clear the comment with the originating office and any previous coordinating offices. The originating office will retype the correspondence to incorporate the change. If the comment does not suggest a change in the correspondence, but provides additional information or is of a sensitive nature, attach the comment to the outgoing correspondence and return it to the originating office.

c. Nonconcurrence. If at all possible, disagreements should be resolved. If they are not, state the differences and reasons on a briefing note and return it with the correspondence to the originating office.

d. Unresolved Issues. The originating office shall resolve all non-concurrences and comments made by coordinating offices before transmittal of the correspondence. If comments cannot be adopted or nonconcurrences resolved, refer the matter to the next level of supervision, preferably with an explanatory summary. The summary should clearly define the comment(s) and/or nonconcurrences not adopted or resolved and the reasons for such nonadoption or nonresolution.

**93.-99. RESERVED.**

## CHAPTER 10. CORRESPONDENCE MAIL CONTROL

100. GENERAL.

a. Correspondence mail control refers to any system used to record the receipt, location, and disposition of correspondence. The type of control system may vary to meet the needs of the individual office. However, it should provide the amount of control required to ensure a prompt response and limit the number of points controlling the same piece of correspondence.

b. Mail Control Forms. Some of the forms used to control mail are shown in figures 10-1, 10-2, and 10-3.

c. Control of White House Referrals. From time to time, the White House staff conducts surveys of response time to correspondence it has referred. White House correspondence control points are responsible for keeping data on the volume of mail referred from the White House and the dates of receipt of letters and dispatch of replies. This data must be kept for 6 months.

FIGURE 10-1. SAMPLE OF FAA FORM 1770-5, MAIL CONTROL

|  |                         |                          |
|--|-------------------------|--------------------------|
| FROM<br><br>APT-1  | DATE-CORRESP.<br>7/1/84 | CONTROL NO.<br>1-7-5     |
| SUBJECT<br>Employee Assistance Program                       | DATE RECD.<br>7/6/84    | SUSPENSE DATE<br>7/20/84 |
| REMARKS<br>Please prepare reply for ASW-1 signature.         | TO                      | DATE                     |
|  | 1                       | ASW-10 7/6/84            |
|  | 2                       |                          |
|  | 3                       |                          |
|  | 4                       |                          |
| ACTION TAKEN<br><input type="checkbox"/> NO ACTION NECESSARY |                         | 5                        |
| DATE ACKNOWLEDGED  | BY                      |                          |
| DATE ANSWERED 7/21/84  | BY ASW-1/10             |                          |
| OTHER  |                         |                          |

FAA Form 1770-5 (1-72) MAIL CONTROL FORMERLY FAA FORM 1828

Numbering  
systems  
may vary.



**FIGURE 10-2. SAMPLE OF ADMINISTRATIVE STAFF (AOA-3) MAIL CONTROL FORM****ADMINISTRATOR'S CORRESPONDENCE CONTROL AND INFORMATION SYSTEM  
ACTION TRANSMITTAL FORM****RUN DATE:****ACTION OFFICE:** APT-1(Only office specified as the action  
office should respond to the letter.)**CONTROL NUMBER:** A840825015**SUBJECT DESCRIPTION:** AIRWAY SCIENCE PROGRAM**SIGNATURE LEVEL:** APT-1**ORIGINATOR:****NAME:** JOHNSON ANDREW**TYPE:** U.S. SENATOR**ROUTING SYMBOL:****CORRESPONDENT:** GOODRICH**CORRESPONDENCE DATE:** 08/20/84**ACTION DATE:** 08/24/84**SUSPENSE DATE:** 08/31/84(If no due date is specified, appropriate  
action is determined by action office.)**MESSAGE:**

THIS CORRESPONDENCE WILL \_\_\_\_\_ BE MICROFILMED.

**PROPOSED COORDINATION OFFICES:****INFORMATION COPIES:**

AOA-1 AAM-1 AOA-10

**ANALYST:** ROGERS CAROLYN(Denotes offices to which AOA-3 sent  
copies of the incoming letter. The  
originating office determines which  
offices receive copies of response.  
AOA-3 receives a copy of response  
to correspondence controlled by them.)**PHONE NUMBER:** 426-5012**NOTE:** The control number is assigned as follows: The letter is a  
designator for the FAA; the next two digits are the fiscal year; the  
next two digits are the month; the next two digits are the day; and  
the last three digits indicate the consecutive number assigned to that  
piece of correspondence on that day.

**FIGURE 10-3. SAMPLE OF EXECUTIVE SECRETARIAT (S-10) CONTROL FORM**

|                          |
|--------------------------|
| <b>ACTION<br/>OFFICE</b> |
| <b>FAA</b>               |

**TO:** FEDERAL AVIATION ADMIN (FAA)

**FROM:** EXECUTIVE SECRETARIAT (S-10)

**CONTROL NUMBER:** 8408150026

**SUBJECT:** LTR FROM LARRY J. QUINCY CONCERNING TRAINING AS  
AN AIR TRAFFIC CONTROL SPECIALIST

**ACTION:** PREPARE FOR THE FEDERAL AVIATION ADMIN SIGNATURE  
A REPLY TO THE ATTACHED LETTER FROM LARRY J. QUINCY  
DATED 84/08/13.

**DUE DATE:** 00/00/00.

**COORDINATION:** NA

**DISTRIBUTION:** S-10

**ANALYST:** MARGARET SMITH  
PHONE NUMBER: 426-4290

IF YOU ARE UNABLE TO PROVIDE THE REQUIRED INFORMATION, PLEASE ADVISE YOUR ANALYST NO LATER THAN 24 HOURS AFTER THE RECEIPT OF THIS DOCUMENT. THIS LETTER SHOULD REMAIN WITH INCOMING CORRESPONDENCE AND BE RETURNED WITH YOUR REPLY. YOUR PROMPT ACTION IS APPRECIATED.

**COMMENTS:**

84/08/16 10:25 A.M.

NOTE: The control number is assigned as follows: The first two digits are the fiscal year; the next two digits are the month; the next two digits are the day; and the last four digits indicate the consecutive number assigned to that piece of correspondence on that day.

101. CORRESPONDENCE ACKNOWLEDGMENT. When circumstances prevent meeting a deadline, an interim reply is made. The interim reply should include the best possible estimate of when a complete reply is expected. FAA Form 1360-15, Correspondence Acknowledgment, may be used in lieu of an interim reply memorandum/letter. These acknowledgment forms may not be used for letters controlled by AOA-3 (see paragraph 102).

FIGURE 10-4. SAMPLE OF FAA FORM 1360-15.  
CORRESPONDENCE ACKNOWLEDGMENT (FRONT SIDE)



|   |  |   |
|---|--|---|
| <br>U.S. Department<br>of Transportation<br>Federal Aviation<br>Administration | Postage and Fees Paid<br>Federal Aviation<br>Administration<br>DOT 515 |  |
| P.O. BOX 25082<br>OKLAHOMA CITY, OK 73125<br>AAC-300  |  |   |
| Official Business<br>Penalty for Private Use \$300  | MR JOHN JONES<br>1825 NORTH KELLEY<br>OKLAHOMA CITY OK 73106           |   |

FIGURE 10-5. SAMPLE OF FAA FORM 1360-15.  
CORRESPONDENCE ACKNOWLEDGMENT (BACK SIDE)

| CORRESPONDENCE ACKNOWLEDGMENT  |  |
|--|--|
| We have received your correspondence dated <u>9/1/84</u> concerning<br>your request for a copy of the Airman Directory   |  |
| <input checked="" type="checkbox"/> You may expect a reply by <u>10/1/84</u><br><input type="checkbox"/> We referred your communication for direct reply to you, to: |  |
| <input type="checkbox"/><br>FROM: (Name of FAA organization and routing symbol) <u>Data Services Division, AAC-300</u> DATE <u>9/5/84</u>                            |  |
| FAA Form 1360-15 (10-81) SUPERSEDES PREVIOUS EDITION   |  |

102. CRITERIA FOR CONTROL. Correspondence from the following individuals or their staff members is controlled, if action is required.

- a. The President and Vice President.
- b. Heads of Executive Offices of the President.
- c. Cabinet Officers and heads of independent agencies.
- d. U.S. Senators and Representatives.
- e. Mayors, State Governors, State senators, and State representatives.
- f. Foreign equivalents of the above.
- g. Prominent citizens including leaders in industry, finance, labor, politics, law, education, and research.
- h. The Administrator and the Deputy Administrator.
- i. The Secretary and the Deputy Secretary.

103. TIME LIMITS FOR REPLIES. Listed below are the time limits for replies to the various types of correspondence. The handling of these types of correspondence is expedited as appropriate.

a. Freedom of Information Act Requests. Reply within 10 working days from date of receipt in the action office.

b. Privacy Act Requests. Reply within 10 working days from date of receipt in the action office.

c. Administrator's Correspondence. Reply within 10 working days from date of receipt in the action office unless a different due date is specified.

d. Congressional Correspondence. Reply within 5 working days from date of receipt in the action office unless a different due date is specified.

e. White House Correspondence.

(1) Correspondence Controlled by AOA-3. Reply within 9 working days from date of receipt in the action office unless a different due date is specified.

(2) Correspondence Not Controlled by AOA-3 or Bulk Mail. Reply within 15 working days from date of receipt in the action office.

f. Secretarial Correspondence.

(1) Correspondence Controlled by AOA-3 Prepared for the Signature of the Secretary or the Deputy Secretary and Correspondence Controlled by AOA-3 Referred from the Secretary or the Deputy Secretary for Direct Reply. Reply within 5 working days from date of receipt in the action office unless a different due date is specified.

(2) Correspondence Not Controlled by AOA-3 Referred from the Secretary or the Deputy Secretary for Direct Reply. Reply within 10 working days from date of receipt in the action office.

g. All Other Correspondence. Reply within 15 working days from date of receipt in the action office unless a different due date is specified.

104.-109. RESERVED.

## CHAPTER 11. ENVELOPES AND MAILING

110. POSTAGE AND FEES PAID MAIL. Mail pieces carrying the statement **Postage and Fees Paid, Federal Aviation Administration** may not be used for personal mail. Postage-paid items are not furnished to private persons or firms for their submission of information or reports required by law; however, business reply envelopes, cards, and labels may be enclosed in mail to sources outside the Government when the information desired is primarily of interest to the Government.

111. COSTS. Substantial savings are realized by avoiding use of envelopes larger than necessary. A close fit will provide the least chance for damage.

ENVELOPEMATERIAL

At least 4 1/4" up to 9 1/2"

1 to 5 sheets of letter-size  
bond folded in thirds

At least 5 1/2" up to 11"

5 to 10 sheets of letter-size  
bond folded in half

9 1/2" x 12"

10 or more sheets of letter-size  
bond unfolded

a. The U.S. Postal Service (USPS) considers all envelopes weighing 12 ounces or less as first-class mail unless they are endorsed to a lower-priced class.

b. Small parcels and flats (envelopes larger than letter size) weighing over 12 ounces to be sent first class or given priority (airmail) service for delivery within the United States must be endorsed **First Class** or **Priority**.

c. Unendorsed mail weighing over 12 ounces but less than 16 ounces is classified as third class; unendorsed mail weighing 16 ounces or more is processed as fourth-class parcel post.

NOTE: If uncertain about an article which must be expedited, endorse it **First Class** or **Priority**.

112. ROUTING SYMBOLS. For regional offices, Washington offices, and the centers, the importance of using correct routing symbols cannot be overemphasized.

a. Include the routing symbol when providing addresses to correspondents and in response to telephone inquiries.

b. Type or write routing symbols immediately **below** the return address in the upper left corner of the envelope or mailing label.

113. AIRMAIL. If not using an airmail envelope, clearly mark the envelope **Airmail** on both front and back for mail being sent outside the United States which requires a response.

114. REGISTERED MAIL.

a. International mail (for delivery outside the 50 States or U.S. possessions) requiring a return receipt must be sent as registered mail.

b. Window and padded (Jiffy) envelopes are prohibited.

c. Paper tape should be used. Nylon filament or scotch tape cannot be used in sealing registered mail because rubber stamp impressions rub off easily on nonabsorbent tapes.

d. Registration numbers are generally affixed by the local mailroom or post office, and completion of appropriate forms requesting registered mail service would depend upon their requirements. The exception would be an office having an assigned block of numbers. PS Form 3811, Return Receipt, is used for delivery within the 50 States or U.S. possessions; and PS Form 2865, Return Receipt, is used for international mail. See figure 11-1.

115. EXPRESS MAIL. Use of the contractor designated by the General Services Administration is mandatory and shall be used instead of USPS Express Mail. \* At low rates, the contractor provides overnight delivery **DESK TO DESK** throughout the United States (including Hawaii and Alaska) for urgent letters and packages not exceeding 50 pounds. USPS Express Mail shall be used only for addresses containing post office box numbers. This service is to be used \* only when time of delivery is critical. For additional information, contact your headquarters, region, or center Logistics Division.

116. LETTER-SIZE WINDOW ENVELOPES.

a. Window envelopes shall be used to the maximum extent possible to save separate addressing of envelopes with resultant delay, expense, and errors.

b. The address must be the **ONLY** thing visible in the window.

c. A 1/4-inch clearance between the address and window edges is desirable. Shifting of the insert cannot cover or hide any part of the address.

d. Window envelopes cannot be used for registered or confidential mail.

117. SEPARATE COVER. A package containing material identified in a letter or memorandum as being sent under separate cover should have a copy of the correspondence enclosed. Its inclusion is shown on the face of the package with a **Letter Enclosed** notation if the package is sent other than first class to conform to USPS regulations.

118. ADDRESSING ENVELOPES FOR USPS OPTICAL CHARACTER RECOGNITION (OCR).

a. For Best Service.

(1) Capitalize everything in the address.

(2) Eliminate all punctuation. The hyphen is an element in the ZIP+4 code which consists of a five-digit ZIP Code followed by a hyphen and four digits.

(3) Use the common address and State abbreviations found in appendix 3.

b. Points to Remember.

(1) The envelope must be no smaller than 3 1/2 inches by 5 inches and no larger than 6 1/8 inches by 11 1/2 inches.

(2) Script-like or artistic types should not be used.

(3) A uniform left margin should be used.

(4) An attention line, if it cannot be avoided, would be placed on the second line of the address.

(5) Two spaces should be allowed between the State abbreviation and the ZIP Code.

(6) Mail will be delivered to the address immediately above the bottom line when a box number and a street address appear on separate lines.

c. Location of the Address. The entire address is located within an imaginary rectangle, which is the OCR read area, on the front of the mail piece formed by the following boundaries.

(1) 1 inch from the left edge

(2) 1 inch from the right edge

(3) 5/8 inch from the bottom edge (bottom line of rectangle)

(4) 3 inches from the bottom edge (top line of rectangle)

119. REFERENCE. For additional information about mail procedures, see Order 1770.11B, Mail Management Standards and Procedures.

120.-129. RESERVED.



FIGURE 11-1. SAMPLE POSTAL SERVICE FORMS FOR CERTIFIED AND REGISTERED MAIL

**UNITED STATES POSTAL SERVICE**  
OFFICIAL BUSINESS

**SENDER INSTRUCTIONS**  
Print your name, address, and ZIP Code in the space below.  
• Complete items 1, 2, 3, and 4 on this receipt.  
• Attach to front of article if space permits.  
• Endorse article "Return Receipt Requested" adjacent to number.

**RETURN TO**

**FAA AIRCRAFT REGISTRY AAC-250**  
**AERONAUTICAL CENTER**  
P O BOX 25504  
(Name of Sender)  
(No. and Street, Apt., Suite, P.O. Box or R.F.D. No.)  
**OKLAHOMA CITY OK 73125**  
(City, State, and ZIP Code)

**PS Form 3811**

**P 593 310 475**  
**RECEIPT FOR CERTIFIED MAIL**  
NO INSURANCE COVERAGE PROVIDED  
NOT FOR INTERNATIONAL MAIL  
(See Reverse)

|   |                                  |
|---|----------------------------------|
| Sent to   | MR DAVID JENSEN                  |
| Street and No.  | CIRCLE Y RANCH                   |
| City, State and ZIP Code                                      | RT 1 BOX 28<br>CHEYENNE WY 82001 |
| Postage   | \$                               |
| Certified Fee   |                                  |
| Special Delivery Fee  |                                  |
| Restricted Delivery Fee                                       |                                  |
| Return Receipt Showing to whom, Date, and Address of Delivery |                                  |
| TOTAL Postage and Fees  | \$                               |
| Postmark or Date  |                                  |

**PS Form 3800**  
**CERTIFIED**  
**P 593 310 475**  
**MAIL**

• **SENDER** Complete items 1, 2, 3, and 4. Add your address in the "RETURN TO" space on reverse.

**(CONSULT POSTMASTER FOR FEES)**

1. The following service is requested (check one):  
☐ Show to whom and date delivered  
☐ Show to whom, date, and address of delivery  
☐ **RESTRICTED DELIVERY** (The carrier delivery fee is charged in addition to the other charge(s).)  
**TOTAL \$**

2. **ARTICLE ADDRESSED TO**  
MR DAVID JENSEN  
CIRCLE Y RANCH RT 1 BOX 28  
CHEYENNE WY 82001

3. **TYPE OF SERVICE** ☐ REGISTERED ☐ INSURED ☐ CERTIFIED ☐ COD ☐ EXPRESS MAIL  
**ARTICLE NUMBER** P 593 310 475  
 (Always obtain signature of addressee or agent)

4. I have received the goods described above.  
**SIGNATURE** ☐ Addressee ☐ Authorized agent

5. **DATE OF DELIVERY** **POSTMARK** (Only to be marked when used as return receipt)

6. **ADDRESSEE'S ADDRESS (only if requested)**

7. **UNABLE TO DELIVER BECAUSE** **BY EMPLOYEE'S INITIALS**

**PS Form 3811**

**CERTIFIED MAIL:** Use PS Form 3800 and PS Form 3811. Service is limited to delivery within the 50 States and U.S. possessions.

Precise instructions are given on each of the forms which are obtained from the post office or mailroom.

**REGISTERED MAIL:** Use PS Form 3811 to request service within the 50 States and U.S. possessions. Registration numbers are usually affixed by the post office or mailroom.

**POSTAL SERVICE OF THE UNITED STATES OF AMERICA**  
Administration des Postes des Etats-Unis d'Amérique

**PS Form 2865 PAR AVION**

**RETURN RECEIPT**  
avis de réception

To be filled out by the sender who will indicate his address for the return of this receipt.  
A remplir par l'expéditeur qui indiquera son adresse pour le retour du présent avis.

**Name or Title** **Room or Room Number**  
**DIRECTOR CENTRAL REGION ACE-1**

**FEDERAL AVIATION ADMINISTRATION**

**Street and No.** **Room or Box**  
**601 EAST 12TH ST**  
**KANSAS CITY MO 64106**

**UNITED STATES OF AMERICA** **Etats-Unis d'Amérique**

**PS Form 2865, April 1979**

**INTERNATIONAL MAIL** (outside the 50 States and U.S. possessions) requiring a return receipt must be sent as registered mail. Use PS Form 2865 to request this service. Registration numbers are usually affixed by the post office or mailroom.

FIGURE 11-2. EXAMPLES OF ADDRESSES

NAME OF RECIPIENT-----TOP LINE  
 INFORMATION/ATTENTION LINE-----NEXT LINE  
 DELIVERY ADDRESS-----DELIVERY ADDRESS  
 POST OFFICE STATE ZIP CODE-----LAST LINE



FOR OCR ACCOMMODATION

XYZ CORPORATION  
 ATTN JOHN JONES  
 1234 MAIN ST APT 204  
 ARLINGTON VA 22210

GRAND PRODUCTS INC  
 100 MAJOR ST  
 PO BOX 200-----MAIL WILL BE  
 PORTLAND OR 97214 DELIVERED HERE

MR JOHN Q AIRMAN  
 VIA MOLITERNA 19  
 00178 ROMA-----POSTAL DELIVERY ZONE  
 ITALY-----COUNTRY MUST BE LAST  
 ITEM IN ADDRESS

FOREIGN MAIL

|  |  |
|--|--|
| US Department<br>of Transportation<br>Federal Aviation<br>Administration<br><br>Main Mailroom Distribution Center<br>400 New York Highway<br>P.O. Box 7000<br>Oklahoma City, OK 73126<br>AAC-250<br><br>Ground Service<br>Priority for Priority Mail SMD<br>AS Form 1285-40 (4-85) (1050-10470-1000) | <br><br>Package and Item Post<br>Office Number Administration<br>201 515<br><i>Special Delivery</i> |
| RESTRICTED DELIVERY<br>RETURN RECEIPT REQUESTED<br><br><b>CERTIFIED</b><br>P 593 310 492<br><b>MAIL</b>  | MR DAVID JENSEN<br>CIRCLE Y RANCH<br>RT 1 BOX 26<br>CHEYENNE WY 82001  |

Special Delivery  
 or Priority or  
 First Class  
 (for flats)  
 or Airmail  
 (outside U.S.)

MAY TYPE, WRITE, STAMP,  
 OR USE STICKER

Optional services (special delivery and restricted delivery) and return receipt service should be shown on the face of the envelope.

The complete title of an FAA office should be given.

MANAGER SALT LAKE CITY (HUB) AFS  
 FEDERAL AVIATION ADMINISTRATION-----or FAA to be included  
 2398 WEST NORTH TEMPLE as part of address  
 SALT LAKE CITY UT 84116

**FIGURE 11-3. EXAMPLES OF MESSENGER ENVELOPES**

| U.S. Government Messenger Envelope               |  |
|--|--|
| TO (Name of addressee, address, telephone, etc.) | FROM (Name of addressee, address, telephone, etc.) |
| <del>100-970</del>                               |  |
| <del>100-970</del>                               |  |
| <del>100-970</del>                               | Use complete                                       |
| <del>100-970</del>                               | title of field                                     |
| <del>100-970</del>                               | offices--  |
| <del>100-970</del>                               | Denver (Hub) AFS                                   |
| <del>100-970</del>                               | not Denver AFS                                     |
| <del>100-970</del>                               |  |
| <del>100-970</del>                               |  |
| <del>100-970</del>                               |  |
| <del>100-970</del>                               |  |

USE THIS SIDE FIRST

Use ZIP only when messenger service between Government buildings in Washington, D.C., is required or otherwise a ZIP system is used. Your ZIP code is on the ZIP card.

[illegible]

|   |    |  |    |
|---|----|--|----|
| SF 65-A   |    | U.S. Government Messenger Envelope                       |    |
| FORM NO. 65-A<br>(Rev. 1-1-64)<br>GSA GEN. REG. NO. 27<br>5010-107-01 |    |  |    |
| NAME OR TITLE OF ADDRESSEE, STREET, CITY, STATE, AND ZIP              |    | NAME OR TITLE OF ADDRESSEE, STREET, CITY, STATE, AND ZIP |    |
| TO BE FILLED BY ADDRESSEE ONLY  | NO |  | NO |
| <del>ADDRESSEE</del>  | NO |  | NO |
| <del>ADDRESSEE</del>  | NO |  | NO |
| A50-9/John Tiskay   | NO |  | NO |

**These envelopes may be used for pouch mail and internal routes.**

A direct pouch system is used for mail to Washington and regional offices and to the Technical Center and the Aeronautical Center.

Location identifiers are NOT to be used on these envelopes for internal routing:  
Salt Lake City ARTCC (not ZLC).

## CHAPTER 12. STATIONERY AND FORMS

130. STATIONERY listed is used when preparing FAA correspondence.

|                    | <u>FIRST PAGE</u>    | <u>SUCCEEDING PAGES</u> |
|--------------------|----------------------|-------------------------|
| Original           | Memorandum or Letter | Plain bond              |
| Courtesy copy      | Letterhead tissue    | Plain white tissue      |
| Official File Copy | FAA Form 1360-14     | Plain yellow tissue     |
| Information copies | Plain white tissue   | Plain white tissue      |
| Reading file copy  | Plain white tissue   | Plain white tissue      |

131. WASHINGTON OFFICE STATIONERY. These forms are available from the Department of Transportation warehouse, M-494.3.

| <u>WA FORM</u> | <u>NAME</u>  | <u>UNIT OF ISSUE</u> |
|----------------|--|----------------------|
| 1360-3.1       | Letterhead, DOT/FAA seal                               | SH                   |
| 1360-4.1       | Letterhead tissue with carbon                          | SH                   |
| 1360-5.1       | Letterhead, Office of Administrator                    | SH                   |
| 1360-6.1       | Letterhead tissue with carbon, Office of Administrator | SH                   |
| 1360-11        | Envelope, white, 4 1/8 x 9 1/2 inches                  | HD                   |
| 1360-12        | Envelope, white, opaque, 4 1/8 x 9 1/2 inches          | HD                   |
| 1360-16        | Envelope, Kraft, 9 1/2 x 12 inches                     | HD                   |
| 1360-19        | Envelope, Kraft, 10 x 14 inches                        | HD                   |
| 1360-21        | Envelope, Kraft, 12 x 16 inches                        | HD                   |
| 1360-23        | Mailing Label, gummed                                  | PD                   |
| 1360-30        | Envelope, white, window, 4 1/8 x 9 1/2 inches          | HD                   |
| 1360-32        | Envelope, white, window, 4 1/8 x 10 3/8 inches         | HD                   |
| 1360-34        | Envelope, Business Reply, 3 7/8 x 8 7/8 inches         | HD                   |

132. FIELD OFFICE STATIONERY. These forms which require entry of the local address are available from the FAA Depot through normal supply channels.

| <u>FAA FORM</u> | <u>NAME</u>   | <u>UNIT OF ISSUE</u> | <u>NATIONAL STOCK NUMBER</u> |
|-----------------|---|----------------------|------------------------------|
| 1360-1.1        | Letterhead, DOT/FAA seal                                      | HD                   | 0052-00-587-0001             |
| 1360-3          | Envelope, DOT/FAA, white, 4 1/8 x 9 1/2 inches                | BX                   | 0052-00-882-3000             |
| 1360-4          | Envelope, DOT/FAA, window, 4 1/8 x 9 1/2 inches               | BX                   | 0052-00-890-8000             |
| 1360-6          | Envelope, DOT/FAA, white, 4 1/2 x 10 3/8 inches               | BX                   | 0052-00-890-9000             |
| 1360-9          | Envelope, DOT/FAA, Kraft, 9 1/2 x 12 inches                   | BX                   | 0052-00-891-0000             |
| 1360-10         | Envelope, DOT/FAA, Kraft, 11 x 13 inches                      | BX                   | 0052-00-891-1000             |
| 1360-11         | Envelope, DOT/FAA, Kraft, 12 x 16 inches                      | BX                   | 0052-00-891-2000             |
| 1360-12         | Mailing Label, DOT/FAA, 4 x 6 inches                          | PD                   | 0052-00-865-3000             |
| 1360-42         | Envelope, DOT/FAA, white, Business Reply 3 7/8 x 8 7/8 inches | BX                   | 0052-00-877-1000             |

| <u>AC FORM</u> | <u>NAME</u>  | <u>UNIT OF ISSUE</u> | <u>NATIONAL STOCK NUMBER</u> |
|----------------|--|----------------------|------------------------------|
| 1360-32        | Envelope, DOT/FAA, Kraft, 7 1/2 x 10 1/2 inches (no preprinted return address) | HD                   | 0052-00-576-0000             |

133. AGENCYWIDE STATIONERY. These forms are available through normal supply channels. Standard/optional forms are also available from local GSA Distribution Centers.

| <u>FAA FORM</u> | <u>NAME</u>  | <u>UNIT OF ISSUE</u> | <u>NATIONAL STOCK NUMBER</u> |
|-----------------|--|----------------------|------------------------------|
| 1360-1          | Memorandum   | HD                   | 0052-00-867-0001             |
| 1360-14         | Official File Copy   | RM                   | 0052-00-052-1002             |
| 1360-19         | Approval Request Tab (pink signature tab)                        | PD                   | 0052-00-031-4501             |
| 1360-30         | Rush Tag (red)   | SH                   | 0052-00-890-1000             |
| 1360-35         | FOIA Backer  | SH                   | 0052-00-849-6000             |
| 1360-36         | Privacy Act Backer   | SH                   | 0052-00-856-4000             |
| 1360-39         | Envelope, For Official Use Only, 9 1/2 x 12 inches (1,000 to BX) | BX                   | 0052-00-871-1000             |
| 1360-48         | Congressional Mail Backer  | SH                   | 0052-00-886-6000             |
| 1360-50         | Administrator's Mail Backer                                      | SH                   | 0052-00-890-5000             |
| 1360-51         | Background Tab Backer  | EA                   | 0052-00-652-7001             |
| 1770-5          | Mail Control   | SE                   | 0052-00-407-5001             |
| 1770-6          | Priority Mail--tag   | EA                   | 0052-00-602-7001             |

134. INFORMAL COMMUNICATION FORMS. Maximum use of these forms is encouraged to save materials and preparation time. The forms, available through normal supply channels, are self-explanatory and may be typed or handwritten.

| <u>FAA FORM</u> | <u>NAME</u>                                       | <u>UNIT OF ISSUE</u> | <u>NATIONAL STOCK NUMBER</u> |
|-----------------|---|----------------------|------------------------------|
| 1360-15         | Correspondence Acknowledgment                     | SH                   | 0052-00-602-5003             |
| 1360-16         | Transmittal Slip, folding                         | SH                   | 0052-00-687-0000             |
| 1360-17         | Route Slip, 4 x 5 1/4 inches                      | PD                   | 0052-00-409-5000             |
| 1360-20         | Postal Card, blank with indicia                   | SH                   | 0052-00-695-3001             |
| 1360-33         | Record of Visit, Conference, or Telephone Call    | PD                   | 0052-00-045-9001             |
| 1360-38         | Reminder Memo                                     | PD                   | 0052-00-642-5001             |
| 1360-46         | Note Pad, general use, DOT/FAA seal, 5 x 8 inches | PD                   | 0052-00-884-6000             |
| 1360-49         | Speed Memo  | HD                   | 0052-00-606-4001             |

#### STANDARD/OPTIONAL FORM

|       |  |    |                  |
|-------|--|----|------------------|
| SF-14 | Telegraphic Message  | PD | 7540-00-634-3968 |
| SF-63 | Memorandum of Call (20 pads to PG)                             | PG | 7540-00-634-4018 |
| OF-41 | Routing and Transmittal Slip, 5 1/4 x 8 inches (10 pads to PG) | PG | 7540-00-935-5862 |

135. LEGEND.

|    |      |    |         |    |         |    |       |
|----|------|----|---------|----|---------|----|-------|
| BX | Box  | HD | Hundred | PG | Package | SE | Set   |
| EA | Each | PD | Pad     | RM | Ream    | SH | Sheet |

136. REFERENCE. The current issue of the FAA Supply Catalog, Volume I, Section 3, Forms Cross-Reference Index, is a basic cross-reference index of forms and stationery stocked by the FAA Depot and available for requisitioning by FAA offices and facilities.

137.-139. RESERVED.

APPENDIX 1. FORMS OF ADDRESS

1. PURPOSE. This appendix provides conventional forms of written address, salutation, and complimentary close for letters (see chapter 3). Use them as shown whenever possible. Use them as patterns for other addresses.
2. GENDER VARIATIONS. The title Mr. is often shown in samples where it should be understood that Ms., Miss, or Mrs. would sometimes be applicable. When applicable, substitute the title Madam for Mr. before President, Vice President, Chairman, Secretary, Ambassador, and Minister. Use the title Senator for a female member of the Senate and Ms., Miss, or Mrs. for a female member of the House of Representatives, Senator-elect, or Representative-elect. When addressing an individual whose sex is not known, use the title M. See also footnotes 21 and 22 on page 33.
3. LIFETIME TITLES. A person once addressed as Governor, Judge, General, Honorable, His/Her Excellency, or a similar distinctive title may use the title through his or her lifetime.
4. INDEX.

|   | <u>Page</u> |
|---|-------------|
| The White House.....                          | 2           |
| The Vice President.....                       | 2           |
| The Judiciary.....                            | 3           |
| The Congress.....                             | 4           |
| Legislative Agencies.....                     | 8           |
| Executive Departments.....                    | 9           |
| Independent Organizations.....                | 9           |
| Other Government Agencies.....                | 10          |
| American Missions.....                        | 11          |
| Missions to the United States.....            | 12          |
| The Organization of American States.....      | 12          |
| United Nations.....                           | 13          |
| State and Local Governments.....              | 13          |
| Ecclesiastical Organizations.....             | 17          |
| Educational Institutions.....                 | 21          |
| Military.....                                 | 24          |
| Corporations, Companies, and Federations..... | 31          |
| Medical.....                                  | 31          |
| Other Addresses.....                          | 34          |

7/12/85

| Addressee                     | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close |
|-------------------------------|--|---------------------------------------|
| <b>THE WHITE HOUSE</b>        |  |                                       |
| President                     | The President<br>The White House<br>Washington, DC 20500   | Dear Mr. President:<br>Respectfully,  |
| Wife of the President         | Mrs. (full name)<br>The White House<br>Washington, DC 20500  | Dear Mrs. (surname):<br>Sincerely,    |
| Assistant to the<br>President | The Honorable (full name)<br>Assistant to the President<br>The White House<br>Washington, DC 20500 | Dear Mr. (surname):<br>Sincerely,     |
| Former President              | The Honorable (full name)<br>(local address) 00000   | Dear Mr. (surname):<br>Sincerely,     |

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**THE VICE PRESIDENT**

|   |   |  |
|---|---|--|
| The Vice President<br>(formal address)                | The Vice President<br>United States Senate<br>Washington, DC 20510                              | Dear Mr. Vice President:<br>Sincerely, |
| The Vice President<br>(informal address)              | The Honorable (full name)<br>The Vice President of the<br>United States<br>Washington, DC 20501 | Dear Mr. Vice President:<br>Sincerely, |
| The Vice President<br>(as President of<br>the Senate) | The Honorable (full name)<br>President of the Senate<br>Washington, DC 20510                    | Dear Mr. President:<br>Sincerely,      |
| Former Vice President                                 | The Honorable (full name)<br>(local address) 00000  | Dear Mr. (surname):<br>Sincerely,      |



7/12/85

1360.16  
Appendix 1

| Addressee            | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close                                    |
|----------------------|--|--|
| <b>THE JUDICIARY</b> |  |  |
| The Chief Justice    | The Chief Justice of the<br>United States<br>The Supreme Court of the<br>United States<br>Washington, DC 20543                                       | Dear Mr. Chief Justice:<br>Sincerely,                                    |
| Associate Justice    | Mr. Justice (surname)<br>The Supreme Court of the<br>United States<br>Washington, DC 20543   | Dear Mr. Justice:<br>Sincerely,  |
| Retired Justice      | The Honorable (full name)<br>(local address) 00000   | Dear Mr. Justice:<br>Sincerely,  |
| Presiding Justice    | The Honorable (full name)<br>Presiding Justice<br>(name of court)<br>(local address) 00000   | Dear Mr. Justice:<br>Sincerely,  |
| Judge of a Court     | The Honorable (full name)<br>Judge of the (name of court;<br>if a U.S. District Court,<br>give district)<br>(local address) 00000                    | Dear Judge (surname):<br>Sincerely,                                      |
| Clerk of a Court     | Mr. (full name)<br>Clerk of the (name of court;<br>if a U.S. District Court,<br>give district)<br>(local address) 00000                              | Dear Mr. (surname):<br>Sincerely,  |
| Justice of the Peace | The Honorable (full name)<br>Justice of the Peace<br>(local address) 00000<br>or<br>Justice of the Peace<br>(name) District<br>(local address) 00000 | Dear Judge (Mr.) (surname):<br>Sincerely,<br><br>Dear Sir:<br>Sincerely, |

7/12/85

| Addressee                 | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close                                      |
|---------------------------|--|--|
| Constable (or Sheriff)    | Mr. (full name), Constable<br>or<br>The Constable of (district)<br>(local address) 00000                       | Dear Mr. (surname):<br><br>Dear Sir (Madam):<br>Sincerely,                 |
| Lawyer                    | Mr. (full name)<br>Attorney at Law<br>(local address) 00000<br>or<br>(full name) Esq.<br>(local address) 00000 | Dear Mr. (surname):<br>Sincerely,<br><br>Dear Mr. (surname):<br>Sincerely, |
| United States<br>Attorney | The Honorable (full name)<br>United States Attorney<br>(name) District of (State)<br>(local address) 00000     | Dear Mr. (surname):<br>Sincerely,  |

## THE CONGRESS

### Senate

|  |  |  |
|--|--|--|
| President of the<br>Senate (see Vice<br>President) | The Honorable (full name)<br>President of the Senate<br>Washington, DC 20510   | Dear Mr. President:<br>Sincerely,  |
| President pro tempore                              | The Honorable (full name)<br>President pro tempore<br>of the Senate<br>Washington, DC 20510  | Dear Mr. President:<br>Sincerely,  |
| United States Senator<br>(in Washington, DC)       | The Honorable (full name)<br>United States Senate<br>Washington, DC 20510<br>or<br>The Honorable (full name)<br>United States Senator<br>(local address) 00000 | Dear Senator (surname):<br>Sincerely,<br><br>Dear Senator (surname):<br>Sincerely, |
| (away from<br>Washington, DC)                      |  |  |

7/12/85

1360.16  
Appendix 1

| Addressee                                | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close |
|--|--|---------------------------------------|
| Senator-elect<br>(in Washington, DC)     | The Honorable (full name)<br>Senator-elect<br>United States Senate<br>Washington, DC 20510   | Dear Mr. (surname):<br>Sincerely,     |
| (away from<br>Washington, DC)            | or<br>The Honorable (full name)<br>United States Senator-elect<br>(local address, if given) 00000  | Dear Mr. (surname):<br>Sincerely,     |
| Former Senator                           | The Honorable (full name)<br>(no title)<br>(local address) 00000   | Dear Senator (surname):<br>Sincerely, |
| Majority Leader<br>or<br>Minority Leader | The Honorable (full name)<br>Majority (or Minority) Leader<br>United States Senate<br>Washington, DC 20510                                     | Dear Senator (surname):<br>Sincerely, |
| Committee Chairman                       | The Honorable (full name)<br>Chairman, Committee on (name)<br>United States Senate<br>Washington, DC 20510                                     | Dear Mr. Chairman:<br>Sincerely,      |
| Chairman of a Joint<br>Committee         | The Honorable (full name)<br>Chairman, Joint Committee<br>on (name)<br>Washington, DC 20510  | Dear Mr. Chairman:<br>Sincerely,      |
| Subcommittee Chairman <sup>1</sup>       | The Honorable (full name)<br>Chairman, Subcommittee on<br>(name)<br>(name of parent committee)<br>United States Senate<br>Washington, DC 20510 | Dear Mr. Chairman:<br>Sincerely,      |

<sup>1</sup>If the complete address exceeds five lines, omit the name of the parent committee from the letter. However, the complete address should always be included on the envelope.

7/12/85

1360.16  
Appendix 1

| Addressee  | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close              |
|--|--|--|
| Secretary of the Senate                            | The Honorable (full name)<br>Secretary of the Senate<br>Washington, DC 20510   | Dear Mr. (surname):<br>Sincerely,                  |
| Secretary/Administrative<br>Assistant to a Senator | Mr. (full name)<br>Secretary/Administrative<br>Assistant to The Honorable<br>(full name)<br>Washington, DC 20510       | Dear Mr. (surname):<br>Sincerely,                  |
| Chaplain of the Senate                             | The Reverend (full name)<br>Chaplain of the Senate<br>Washington, DC 20510   | Dear (title) <sup>2</sup> (surname):<br>Sincerely, |
| Office of Deceased<br>Senator                      | Mr. (full name)<br>Administrative Assistant to<br>the late (full name)<br>United States Senate<br>Washington, DC 20510 | Dear Mr. (surname):<br>Sincerely,                  |

### House of Representatives

|  |   |                                   |
|--|---|-----------------------------------|
| Speaker of the House<br>of Representatives             | The Honorable (full name)<br>Speaker of the House of<br>Representatives<br>Washington, DC 20515         | Dear Mr. Speaker:<br>Sincerely,   |
| United States<br>Representative<br>(in Washington, DC) | The Honorable (full name)<br>House of Representatives<br>Washington, DC 20515<br>or                     | Dear Mr. (surname):<br>Sincerely, |
| (away from<br>Washington, DC)                          | The Honorable (full name)<br>Member, United States House of<br>Representatives<br>(local address) 00000 | Dear Mr. (surname):<br>Sincerely, |

<sup>2</sup>The title is Dr., Mr., etc., as appropriate. The title Reverend is not used with the surname alone but may be used with another title; e.g., Reverend Dr. Smith or Reverend Mr. Smith.

7/12/85

1360.16  
Appendix 1

| Addressee                                   | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close |
|---|--|---------------------------------------|
| Representative-elect<br>(in Washington, DC) | The Honorable (full name)<br>Representative-elect<br>House of Representatives<br>Washington, DC 20515  | Dear Mr. (surname):<br>Sincerely,     |
| (away from<br>Washington, DC)               | or<br>The Honorable (full name)<br>Representative-elect<br>(local address, if given) 00000   | Dear Mr. (surname):<br>Sincerely,     |
| Former Representative                       | The Honorable (full name)<br>(local address) 00000   | Dear Mr. (surname):<br>Sincerely,     |
| Majority Leader<br>or<br>Minority Leader    | The Honorable (full name)<br>Majority (or Minority) Leader<br>House of Representatives<br>Washington, DC 20515                                     | Dear Mr. (surname)<br>Sincerely,      |
| Committee Chairman                          | The Honorable (full name)<br>Chairman, Committee on (name)<br>House of Representatives<br>Washington, DC 20515                                     | Dear Mr. Chairman:<br>Sincerely,      |
| Subcommittee Chairman <sup>3</sup>          | The Honorable (full name)<br>Chairman, Subcommittee on<br>(name)<br>(name of parent committee)<br>House of Representatives<br>Washington, DC 20515 | Dear Mr. Chairman:<br>Sincerely,      |
| Clerk of the House                          | The Honorable (full name) <sup>4</sup><br>Clerk of the House of<br>Representatives<br>Washington, D.C. 20515                                       | Dear Mr. (surname):<br>Sincerely,     |

<sup>3</sup>See footnote 1 on page 5.

<sup>4</sup>If the clerk's name is not known, use only the title in the address and Dear Sir or Madam in the salutation.

7/12/85

| Addressee                              | Address on Letter<br>and Envelope   | Salutation and<br>Complimentary Close              |
|--|---|--|
| Chaplain of the House                  | The Reverend (full name)<br>Chaplain of the House of<br>Representatives<br>Washington, DC 20515                               | Dear (title) <sup>5</sup> (surname):<br>Sincerely, |
| Office of a Deceased<br>Representative | Mr. (full name)<br>Administrative Assistant to<br>the late (full name)<br>House of Representatives<br>Washington, DC 20515    | Dear Mr. (surname):<br>Sincerely,                  |
| Resident Commissioner                  | The Honorable (full name)<br>Resident Commissioner<br>from (name of area)<br>House of Representatives<br>Washington, DC 20515 | Dear Mr. (surname):<br>Sincerely,                  |

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**LEGISLATIVE AGENCIES**

|   |   |                                   |
|---|---|-----------------------------------|
| Comptroller General<br>(head of the General<br>Accounting Office) | The Honorable (full name)<br>Comptroller General of<br>the United States<br>General Accounting Office<br>Washington, DC 20548 | Dear Mr. (surname):<br>Sincerely, |
| Public Printer (head of<br>U.S. Government<br>Printing Office)    | The Honorable (full name)<br>Public Printer<br>U.S. Government Printing<br>Office<br>Washington, DC 20401                     | Dear Mr. (surname):<br>Sincerely, |
| Librarian of Congress<br>(head of the Library<br>of Congress)     | The Honorable (full name)<br>Librarian of Congress<br>Library of Congress<br>Washington, DC 20540                             | Dear Mr. (surname):<br>Sincerely, |

---

<sup>5</sup>See footnote 2 on page 6.

| Addressee | Address on Letter<br>and Envelope | Salutation and<br>Complimentary Close |
|-----------|-----------------------------------|---------------------------------------|
|-----------|-----------------------------------|---------------------------------------|

**EXECUTIVE DEPARTMENTS**

|  |  |  |
|--|--|--|
| Member of the Cabinet<br>(addressed as<br>Secretary)       | The Honorable (full name)<br>Secretary of (name of<br>Department) <sup>6</sup><br>Washington, DC 00000                   | Dear Mr. Secretary:<br>Sincerely,        |
| Attorney General (head<br>of the Department of<br>Justice) | The Honorable (full name)<br>Attorney General<br>Washington, DC 20530  | Dear Mr. Attorney General:<br>Sincerely, |
| Deputy Secretary of a<br>Department                        | The Honorable (full name)<br>Deputy Secretary for<br>(name of Department)<br>Washington, DC 00000                        | Dear Mr. (surname):<br>Sincerely,        |
| Under Secretary of a<br>Department                         | The Honorable (full name)<br>Under Secretary of<br>(name of Department)<br>Washington, DC 00000                          | Dear Mr. (surname):<br>Sincerely,        |
| Assistant Secretary of<br>a Department                     | The Honorable (full name)<br>Assistant Secretary for<br>(name of office) (name<br>of Department)<br>Washington, DC 00000 | Dear Mr. (surname):<br>Sincerely,        |

**INDEPENDENT ORGANIZATIONS**

|   |   |                                   |
|---|---|-----------------------------------|
| Director of the Office<br>of Management and<br>Budget | The Honorable (full name)<br>Director, Office of<br>Management and Budget<br>Washington, DC 20503 | Dear Mr. (surname):<br>Sincerely, |
|---|---|-----------------------------------|

<sup>6</sup>Titles for Cabinet Secretaries are: Secretary of Agriculture, Secretary of Commerce, Secretary of Defense, Secretary of Education, Secretary of Energy, Secretary of Health and Human Services, Secretary of the Interior, Secretary of Labor, Secretary of State, Secretary of Transportation, and Secretary of the Treasury.

7/12/85

| Addressee  | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close      |
|--|--|--|
| Postmaster General<br>(head of the U.S.<br>Postal Service)   | The Honorable (full Name)<br>Postmaster General<br>Washington, DC 20260                                    | Dear Mr. Postmaster General:<br>Sincerely, |
| Head of a Federal<br>Agency, Authority,<br>or Board  | The Honorable (full name)<br>(title), (name of agency)<br>Washington, DC 00000                             | Dear Mr. (surname):<br>Sincerely,          |
| Head of a Major<br>Organization within<br>an Agency (if the<br>official is<br>appointed by the<br>President) | The Honorable (full name)<br>(title)<br>(name of organization)<br>(name of agency)<br>Washington, DC 00000 | Dear Mr. (surname):<br>Sincerely,          |
| President of a<br>Commission   | The Honorable (full name)<br>President, (name of<br>Commission)<br>Washington, DC 00000                    | Dear Mr. (surname):<br>Sincerely,          |
| Chairman of a<br>Commission  | The Honorable (full name)<br>Chairman, (name of Commission)<br>Washington, DC 00000                        | Dear Mr. Chairman:<br>Sincerely,           |
| Chairman of a Board  | The Honorable (full name)<br>Chairman, (name of Board)<br>Washington, DC 00000                             | Dear Mr. Chairman:<br>Sincerely,           |

#### OTHER GOVERNMENT AGENCIES

|                                     |  |                                   |
|-------------------------------------|--|-----------------------------------|
| Commissioner of Internal<br>Revenue | The Honorable (full name)<br>Commissioner of Internal<br>Revenue<br>Department of the Treasury<br>Washington, DC 20224 | Dear Mr. (surname):<br>Sincerely, |
|-------------------------------------|--|-----------------------------------|



| Addressee                                | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close |
|--|--|---------------------------------------|
| District Director of<br>Internal Revenue | Mr. (full name)<br>District Director of<br>Internal Revenue<br>(local address) 00000 | Dear Mr. (surname):<br>Sincerely,     |

**AMERICAN MISSIONS**

|   |   |   |
|---|---|---|
| American Ambassador                         | The Honorable (full name)<br>American Ambassador<br>(city), (country) | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. Ambassador:<br>(informal)<br>Sincerely,                              |
| American Ambassador<br>(with military rank) | (full rank) (full name)<br>American Ambassador<br>(city), (country)   | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. Ambassador:<br>or Dear (rank) (surname):<br>(informal)<br>Sincerely, |
| Former American<br>Ambassador               | The Honorable (full name)<br>(local address) 00000                    | Dear Mr. Ambassador:<br>Sincerely,  |
| American Minister                           | The Honorable (full name)<br>American Minister<br>(city), (country)   | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. Minister:<br>(informal)<br>Sincerely,                                |
| American Minister (with<br>military rank)   | (full rank) (full name)<br>American Minister<br>(city), (country)     | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. Minister:<br>(informal)<br>Sincerely,                                |

7/12/85

| Addressee                                     | Address on Letter<br>and Envelope   | Salutation and<br>Complimentary Close |
|---|---|---------------------------------------|
| American Consul General<br>or American Consul | (full name)<br>American Consul General<br>(or American Consul)<br>(city), (country) | Dear Mr. (surname):<br>Sincerely,     |

#### MISSIONS TO THE UNITED STATES

|  |   |   |
|--|---|---|
| Foreign Ambassador in<br>the United States           | His (Her) Excellency<br>(full name)<br>Ambassador of (country)<br>(local address) 00000 | Excellency: (formal)<br>Very truly yours,<br>Dear Mr. Ambassador:<br>(informal)<br>Sincerely,         |
| Foreign Minister in the<br>United States             | The Honorable (full name)<br>Minister of (country)<br>(local address) 00000             | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. Minister:<br>(informal)<br>Sincerely,          |
| Foreign Charge<br>d'Affaires in the<br>United States | Mr. (full name)<br>Charge d'Affaires<br>(local address) 00000                           | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. Charge<br>d'Affaires: (informal)<br>Sincerely, |

#### THE ORGANIZATION OF AMERICAN STATES

|  |   |  |
|--|---|--|
| Secretary General of<br>the Organization of<br>American States | The Honorable (full name)<br>Secretary General of the<br>Organization of American<br>States<br>Pan American Union<br>Washington, DC 20006 | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. Secretary General:<br>or<br>Dear Mr. (Dr.) (surname):<br>(informal)<br>Sincerely, |
|--|---|--|

| Addressee  | Address on Letter<br>and Envelope   | Salutation and<br>Complimentary Close   |
|--|---|---|
| Assistant Secretary<br>General of the<br>Organization of<br>American States                    | The Honorable (full name)<br>Assistant Secretary General<br>of the Organization of<br>American States<br>Pan American Union<br>Washington, DC 20006                     | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. (Dr.) (surname):<br>(informal)<br>Sincerely, |
| United States<br>Representative on<br>the Council of the<br>Organization of<br>American States | The Honorable (full name)<br>United States Representative<br>on the Council of the<br>Organization of American<br>States<br>Department of State<br>Washington, DC 20520 | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. (Dr.) (surname):<br>(informal)<br>Sincerely, |

**UNITED NATIONS**

Communications to the United Nations are addressed to the United States Representative to the United Nations through the Department of State. Exceptions which are sent directly to the United States Representative include those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session). Subject to exceptions, direct communication with the United Nations is inappropriate. When necessary, the communication should be sent to the Secretary General of the United Nations through the United States Representative by means of a covering letter.

|  |  |  |
|--|--|--|
| Secretary General of<br>the United Nations               | His (Her) Excellency<br>(full name)<br>Secretary General of the<br>United Nations<br>New York, NY 10017  | Excellency: (formal)<br>Very truly yours,<br>Dear Mr. Secretary General:<br>(informal)<br>Sincerely, |
| United States<br>Representative to<br>the United Nations | The Honorable (full name)<br>United States Representative<br>to the United Nations<br>New York, NY 10017 | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. (surname):<br>(informal)<br>Sincerely,        |

7/12/85

| Addressee  | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close   |
|--|--|---|
| Chairman, United States<br>Delegation to the<br>United Nations<br>Military Staff<br>Committee              | The Honorable (full name)<br>Chairman, United States<br>Delegation<br>United Nations Military<br>Staff Committee<br>United States Mission to the<br>United Nations<br>New York, NY 10017 | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. (surname):<br>(informal)<br>Sincerely, |
| Senior Representative<br>of the United States<br>to the General Assembly<br>of the United Nations          | The Honorable (full name)<br>Senior Representative of the<br>United States to the<br>General Assembly of the<br>United Nations<br>New York, NY 10017                                     | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. (surname):<br>(informal)<br>Sincerely, |
| Senior Military Advisor<br>to the United States<br>Delegation to the<br>United Nations General<br>Assembly | (full rank) (full name)<br>Senior Military Advisor<br>United States Delegation to<br>the United Nations<br>General Assembly<br>New York, NY 10017  | Dear (rank) (surname):<br>Sincerely,  |
| United States<br>Representative to the<br>Economic and Social<br>Council                                   | The Honorable (full name)<br>United States Representative<br>on the Economic and Social<br>Council of the United<br>Nations<br>New York, NY 10017  | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. (surname):<br>(informal)<br>Sincerely, |
| United States<br>Representative to the<br>United Nations<br>Disarmament Commission                         | The Honorable (full name)<br>United States Representative<br>on the Disarmament<br>Commission of the United<br>Nations<br>New York, NY 10017   | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. (surname):<br>(informal)<br>Sincerely, |
| United States<br>Representative to the<br>Trusteeship Council  | The Honorable (full name)<br>United States Representative<br>on the Trusteeship Council<br>of the United Nations<br>New York, NY 10017   | Sir (Madam): (formal)<br>Very truly yours,<br>Dear Mr. (surname):<br>(informal)<br>Sincerely, |

7/12/85

1360.16  
Appendix 1

| Addressee | Address on Letter<br>and Envelope | Salutation and<br>Complimentary Close |
|-----------|-----------------------------------|---------------------------------------|
|-----------|-----------------------------------|---------------------------------------|

**STATE AND LOCAL GOVERNMENTS**

|   |   |  |
|---|---|--|
| Governor of State                                   | The Honorable (full name)<br>Governor of (name of State)<br>(local address) 00000                                   | Dear Governor (surname):<br>Sincerely,   |
| Acting Governor of a<br>State                       | The Honorable (full name)<br>Acting Governor of (name of<br>State)<br>(local address) 00000                         | Dear Mr. (surname):<br>Sincerely,        |
| Lieutenant Governor                                 | The Honorable (full name)<br>Lieutenant Governor of (name<br>of State)<br>(local address) 00000                     | Dear Mr. (surname):<br>Sincerely,        |
| Secretary of State<br>of a State                    | The Honorable (full name)<br>Secretary of State of (name)<br>(local address) 00000                                  | Dear Mr. Secretary:<br>Sincerely,        |
| Chief Justice of the<br>Supreme Court of a<br>State | The Honorable (full name)<br>Chief Justice<br>Supreme Court of the State<br>of (name)<br>(local address) 00000      | Dear Mr. Chief Justice:<br>Sincerely,    |
| Attorney General of<br>a State                      | The Honorable (full name)<br>Attorney General<br>State of (name)<br>(local address) 00000                           | Dear Mr. Attorney General:<br>Sincerely, |
| Treasurer, Comptroller,<br>or Auditor of a State    | The Honorable (full name)<br>State Treasurer (Comptroller)<br>(Auditor)<br>State of (name)<br>(local address) 00000 | Dear Mr. (surname):<br>Sincerely,        |

7/12/85

1360.16  
Appendix 1

| Addressee  | Address on Letter<br>and Envelope   | Salutation and<br>Complimentary Close |
|--|---|---------------------------------------|
| President of the Senate<br>of a State  | The Honorable (full name)<br>President of the Senate of<br>the State of (name)<br>(local address) 00000   | Dear Mr. (surname):<br>Sincerely,     |
| State Senator  | The Honorable (full name)<br>(name of State) Senate<br>(local address) 00000  | Dear Mr. (surname):<br>Sincerely,     |
| Speaker of the House of<br>Representatives or the<br>Assembly or the House<br>of Delegates of a State <sup>7</sup> | The Honorable (full name)<br>Speaker of the House of<br>Representatives (or Assembly<br>or House of Delegates) of the<br>State of (name)<br>(local address) 00000 | Dear Mr. (surname):<br>Sincerely,     |
| State Representative,<br>Assemblyman, or<br>Delegate   | The Honorable (full name)<br>(name of State) House of<br>Representatives (or Assembly<br>or House of Delegates)<br>(local address) 00000                          | Dear Mr. (surname):<br>Sincerely,     |
| Mayor  | The Honorable (full name)<br>Mayor of (name of city)<br>(local address) 00000   | Dear Mayor (surname):<br>Sincerely,   |
| President of a Board<br>of Commissioners   | The Honorable (full name)<br>President, Board of<br>Commissioners of (name<br>of city)<br>(local address) 00000   | Dear Mr. (surname):<br>Sincerely,     |

<sup>7</sup>In most States, the lower branch of the legislature is the House of Representatives. In some States, such as California and New York, the lower house is known as the Assembly. In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates. Nebraska has a one-house legislature. Its members are classed as senators.

7/12/85

1360.16  
Appendix 1

| Addresssee                                      | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close  |
|---|--|--|
| <b>ECCLESIASTICAL ORGANIZATIONS<sup>8</sup></b> |  |  |
| <b>Roman Catholic Church</b>                    |  |  |
| The Pope  | His Holiness the Pope<br>Vatican City<br>Italy   | Your Holiness: (formal)<br>Sincerely,<br>Most Holy Father: (usual)<br>Sincerely,                             |
| Cardinal  | His Eminence (Christian name)<br>Cardinal (surname)<br>Archbishop of (province)<br>(local address) 00000 | Your Eminence: (formal)<br>Sincerely,<br>Dear Cardinal (surname):<br>(informal)<br>Sincerely,                |
| Archbishop                                      | The Most Reverend (full name)<br>Archbishop of (province)<br>(local address) 00000                       | Your Excellency: (formal)<br>Sincerely,<br>Dear Archbishop (surname):<br>(informal)<br>Sincerely,            |
| Bishop  | The Most Reverend (full name)<br>Bishop of (province)<br>(local address) 00000                           | Your Excellency: (formal)<br>Sincerely,<br>Dear Bishop (surname):<br>(informal)<br>Sincerely,                |
| Monsignor <sup>9</sup>                          | The Right Reverend<br>Monsignor (full name)<br>(local address) 00000                                     | Right Reverend Monsignor:<br>(formal)<br>Sincerely,<br>Dear Monsignor (surname):<br>(informal)<br>Sincerely, |

<sup>8</sup>Additional ecclesiastical information may be found in various current American almanacs.  
<sup>9</sup>There are two classes of Monsignor: Domestic Prelates are addressed as The Right Reverend and Papal Chamberlains are addressed as The Very Reverend. The Official Directory will give the correct designations. In the absence of definite information, it is always courteous to address any Monsignor as The Right Reverend.

7/12/85

| Addressee                    | Address on Letter<br>and Envelope   | Salutation and<br>Complimentary Close   |
|------------------------------|---|---|
| Monsignor <sup>10</sup>      | The Very Reverend Monsignor<br>(full name)<br>(local address) 00000                                   | Very Reverend Monsignor:<br>(formal)<br>Sincerely,<br>Dear Monsignor (surname):<br>(informal)<br>Sincerely, |
| Priest                       | The Reverend <sup>11</sup> (full name)<br>(add initials of order,<br>if any)<br>(local address) 00000 | Reverend Sir: (formal)<br>Sincerely,<br>Dear Father (surname):<br>(informal)<br>Sincerely,                  |
| Superior of a<br>Sisterhood  | The Reverend Mother Superior<br>(name of institution)<br>(local address) 00000                        | Dear Reverend Mother:<br>(formal)<br>Sincerely,<br>Dear Mother (name):<br>(informal)<br>Sincerely,          |
| Sister                       | Sister (full name)<br>(name of organization)<br>(local address) 00000                                 | Dear Sister (full name):<br>Sincerely,  |
| Superior of a<br>Brotherhood | Brother (name)<br>Superior, (name of institution)<br>(local address) 00000                            | Dear Brother:<br>Sincerely,   |
| Member of a<br>Brotherhood   | Brother (full name)<br>(name of organization)<br>(local address) 00000                                | Dear Brother (full name):<br>Sincerely,   |

<sup>10</sup>See footnote 9 on page 17.

<sup>11</sup>In all cases, The Reverend should not be used with a surname only, such as The Reverend Smith. There must always be an intervening Christian name or initial or a title such as Dr., Mr., Ms., or Professor between The Reverend and the surname.



| Addressee                                       | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close   |
|---|--|---|
| <b>Protestant Episcopal Church<sup>12</sup></b> |  |   |
| Bishop  | The Right Reverend (full<br>name)<br>Bishop of (name)<br>(local address) 00000 | Right Reverend Sir:<br>(formal)<br>Sincerely,<br>Dear Bishop (surname):<br>(informal)<br>Sincerely, |
| Archdeacon                                      | The Venerable (full name)<br>Archdeacon of (name)<br>(local address) 00000     | Venerable Sir: (formal)<br>Sincerely,<br>My Dear Archdeacon (surname):<br>(informal)<br>Sincerely,  |
| Dean  | The Very Reverend (full<br>name)<br>Dean of (church)<br>(local address) 00000  | Very Reverend Sir: (formal)<br>Sincerely,<br>Dear Dean (surname):<br>(informal)<br>Sincerely,       |
| Canon   | The Reverend (full name)<br>Canon of (church)<br>(local address) 00000         | Reverend Sir: (formal)<br>Sincerely,<br>My Dear Canon (surname):<br>(informal)<br>Sincerely,        |
| Rector  | The Reverend (full name)<br>The Rector of (name)<br>(local address) 00000      | Reverend Sir: (formal)<br>Sincerely,<br>Dear Father (surname):<br>(informal)<br>Sincerely,          |
| Priest  | The Reverend (full name)<br>(local address) 00000                              | Reverend Sir: (formal)<br>Sincerely,<br>Dear Father (surname):<br>(informal)<br>Sincerely,          |

<sup>12</sup>The names of the clergy of the Episcopal Church may be found in the Episcopal Church Annual.

7/12/85

| Addressee                            | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close  |
|--------------------------------------|--|--|
| <b>Clergy of Other Denominations</b> |  |  |
| Methodist Bishop                     | The Reverend (full name)<br>Methodist Bishop<br>(local address) 00000  | Reverend Sir: (formal)<br>Sincerely,<br>Dear Bishop (surname):<br>(informal)<br>Sincerely,                   |
| Presbyterian Moderator               | The Moderator of (name)<br>(local address) 00000<br>or<br>The Reverend (full name)<br>Moderator of (name)<br>(local address) 00000 | My Dear Mr. Moderator:<br>(formal)<br>Sincerely,<br>Dear (Dr. or Mr.) (surname):<br>(informal)<br>Sincerely, |
| Rabbi (with doctoral<br>degree)      | Rabbi (full name)<br>(local address) 00000   | Dear Dr. (surname):<br>or Dear Rabbi (surname):<br>Sincerely,  |
| Rabbi (without doctoral<br>degree)   | Rabbi (full name)<br>(local address) 00000   | Dear Rabbi (surname):<br>Sincerely,  |
| Mormon President <sup>13</sup>       | The President<br>Church of Jesus Christ of<br>Latter Day Saints<br>(local address) 00000   | My Dear President: (formal)<br>Sincerely,<br>Dear President (surname):<br>(informal)<br>Sincerely,           |
| Mormon Bishop <sup>13</sup>          | Bishop (full name)<br>Church of Jesus Christ of<br>Latter Day Saints<br>(local address) 00000                                      | Sir: (formal)<br>Sincerely,<br>Dear Bishop (surname):<br>(informal)<br>Sincerely,                            |
| Mormon Elder <sup>13</sup>           | Elder (or Brother) (full<br>name)<br>Church of Jesus Christ of<br>Latter Day Saints<br>(local address) 00000                       | Dear Elder (surname):<br>Sincerely,  |

<sup>13</sup>The title Reverend is not used in either the Mormon Church or the Seventh-day Adventist. Mr. may be used for any of their ecclesiastical ranks or preferably Elder for their pastors.

7/12/85

1360.16  
Appendix 1

| Addressee   | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close   |
|---|--|---|
| Seventh-Day<br>Adventist President <sup>14</sup>            | The President<br>General Conference of<br>Seventh-Day Adventists<br>(local address) 00000  | My Dear Mr. President:<br>(formal)<br>Sincerely,<br>Dear President (surname):<br>(informal)<br>Sincerely, |
| Seventh-Day<br>Adventist Elder <sup>14</sup>                | Elder (full name)<br>General Conference of<br>Seventh-Day Adventists<br>(local address) 00000  | Dear Elder (surname):<br>Sincerely,   |
| Minister, Pastor, or<br>Rector (with<br>doctoral degree)    | The Reverend (full name)<br>(title), (name of church)<br>(local address) 00000   | Dear Dr. (surname):<br>Sincerely,   |
| Minister, Pastor, or<br>Rector (without<br>doctoral degree) | The Reverend (full name)<br>(title), (name of church)<br>(local address) 00000   | Dear Mr. (surname):<br>Sincerely,   |
| Chaplain (military<br>services)                             | Chaplain (full name)<br>(rank, service designation)<br>(post office address of<br>organization and station)<br>(local address) 00000 | Dear Chaplain (surname):<br>Sincerely,  |

#### EDUCATIONAL INSTITUTIONS<sup>15</sup>

|   |   |                                   |
|---|---|-----------------------------------|
| President of a<br>University or College<br>(with doctoral degree)       | Dr. (full name)<br>President, (name of<br>institution)<br>(local address) 00000 | Dear Dr. (surname):<br>Sincerely, |
| President of a<br>University or College<br>(without doctoral<br>degree) | Mr. (full name)<br>President, (name of<br>institution)<br>(local address) 00000 | Dear Mr. (surname):<br>Sincerely, |

<sup>14</sup>See footnote 13 on page 20.

<sup>15</sup>The names of the governing officials of American colleges and universities may be found in various current American almanacs.

| Addressee   | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close  |
|---|--|--|
| President of a<br>Theological Seminary                          | The Very Reverend (full name)<br>President, (name of<br>institution)<br>(local address) 00000  | Dear President (surname)<br>or Dear Dr. (surname):<br>Sincerely,   |
| President of a<br>Religious School<br>(Protestant)              | The President of (name of<br>institution)<br>(local address) 00000<br><br>or<br>The Reverend (full name)<br>President of (name of<br>institution)<br>(local address) 00000 | My Dear Sir (Madam): (formal)<br>Sincerely,<br>Dear Sir (Madam): (informal)<br>Sincerely,<br>or<br>My Dear President (surname):<br>(formal)<br>Sincerely,<br>Dear Dr. (surname):<br>(informal)<br>Sincerely, |
| Dean of a University or<br>College (with<br>doctoral degree)    | Dr. (full name)<br>Dean, School of (name)<br>(name of institution)<br>(local address) 00000  | Dear Dr. (surname):<br>Sincerely,  |
| Dean of a University or<br>College (without<br>doctoral degree) | Dean (full name)<br>School of (name)<br>(name of institution)<br>(local address) 00000   | Dear Dean (surname):<br>Sincerely,   |
| Professor (with<br>doctoral degree)                             | Dr. (or Professor) (full name)<br>Department of (name)<br>(name of institution)<br>(local address) 00000   | Dear Dr. (surname):<br>or Dear Professor (surname):<br>Sincerely,  |
| Professor (without<br>doctoral degree)                          | Professor (full name)<br>Department of (name)<br>(name of institution)<br>(local address) 00000  | Dear Professor (surname):<br>Sincerely,  |
| Professor in a<br>Theological Seminary                          | The Reverend Professor<br>(full name)<br>(name of institution)<br>(local address) 00000  | Dear Professor (surname):<br>or Dear Dr. (surname):<br>Sincerely,  |

| Addressee   | Address on Letter<br>and Envelope   | Salutation and<br>Complimentary Close  |
|---|---|--|
| Associate Professor or<br>Assistant Professor                                   | Mr. (full name)<br>Associate (or Assistant)<br>Professor<br>Department of (name)<br>(name of institution)<br>(local address) 00000                          | Dear Professor (surname):<br>Sincerely,  |
| Superintendents of<br>Schools (State and<br>local)                              | The Superintendent of (name)<br>(local address) 00000<br>or<br>Dr. (Mr. or Ms.) (full name)<br>Superintendent of (name)<br>Schools<br>(local address) 00000 | Dear Sir (Madam):<br>Sincerely,<br>or<br>Dear Dr. (Mr. or Ms.)<br>(surname):<br>Sincerely, |
| Board of Education<br>or<br>Members, Board of<br>Education<br>(State and local) | The Board of Education<br>or<br>Mr. (Ms.) (full name)<br>Member, (location) Board of<br>Education<br>(local address) 00000                                  | Gentlemen:<br>Sincerely,<br>Dear Mr. (Ms.) (surname):<br>Sincerely,                        |
| School Board<br>or<br>Member of School Board                                    | The (location) School Board<br>or<br>Mr. (Ms.) (full name)<br>Member, (location) School<br>Board<br>(local address) 00000                                   | Gentlemen:<br>Sincerely,<br>Dear Mr. (Ms.) (surname):<br>Sincerely,                        |
| Principal of a School   | Mr. (Ms.) (full name)<br>Principal of (school)<br>(local address) 00000   | Dear Mr. (Ms.) (surname):<br>Sincerely,  |
| Teacher   | Mr. (Ms.) (full name)<br>(school)<br>(local address) 00000  | Dear Mr. (Ms.) (surname):<br>Sincerely,  |

7/12/85

| Addressee | Address on Letter<br>and Envelope | Salutation and<br>Complimentary Close |
|-----------|-----------------------------------|---------------------------------------|
|-----------|-----------------------------------|---------------------------------------|

**MILITARY<sup>16</sup>**

**Army, Air Force, Marine Corps**

|  |  |  |
|--|--|--|
| General, Lieutenant<br>General, Major<br>General, Brigadier<br>General | (full grade, name, and<br>abbreviation of service<br>designation)<br>(title)<br>(post office address of<br>organization and station) | Dear General (surname):<br>Sincerely,<br><br>00000 |
| Colonel, Lieutenant<br>Colonel   | (same as above)  | Dear Colonel (surname):<br>Sincerely,              |
| Major  | (same as above)  | Dear Major (surname):<br>Sincerely,                |
| Captain  | (same as above)  | Dear Captain (surname):<br>Sincerely,              |
| First Lieutenant<br>Second Lieutenant                                  | (same as above)  | Dear Lieutenant (surname):<br>Sincerely,           |
| Chief Warrant Officer,<br>Warrant Officer                              | (same as above)  | Dear Mr. (surname):<br>Sincerely,                  |
| Command Sergeant Major,<br>Sergeant Major                              | (same as above)  | Dear Sergeant Major<br>(surname):<br>Sincerely,    |

<sup>16</sup>Written forms of address are the same for female officers and female enlisted personnel as for their male counterparts. Medical Department personnel are addressed by their military titles, regardless of rank. Chaplains are addressed as Chaplain regardless of grade. The customs of the military in the matter of titles and addresses are followed for National Guard and Reserve officers on active military duty.

7/12/85

1360.16  
Appendix 1

| Addressee  | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close    |
|--|--|--|
| Chief Master Sergeant,<br>Senior Master Sergeant,<br>Master Sergeant, Master<br>Gunnery Sergeant, First<br>Sergeant, Gunnery Sergeant,<br>Technical Sergeant, Staff<br>Sergeant, Sergeant First Class,<br>Sergeant | (same as above)  | Dear Sergeant (surname):<br>Sincerely,   |
| Corporal, Lance<br>Corporal  | (same as above)  | Dear Corporal (surname):<br>Sincerely,   |
| Specialist, Classes<br>4 to 6  | (same as above)  | Dear Specialist (surname):<br>Sincerely, |
| Private First Class,<br>Private First Class<br>Marines, Private  | (same as above)  | Dear Private (surname):<br>Sincerely,    |
| Recruit  | (same as above)  | Dear Recruit (surname):<br>Sincerely,    |
| Airman First Class,<br>Airman, Basic Airman  | (same as above)  | Dear Airman (surname):<br>Sincerely,     |
| Retired Officer  | (full grade) (full name)<br>(abbreviation of service<br>designation), Retired<br>(local address) 00000                                     | Dear (rank) (surname):<br>Sincerely,     |
| <b>Navy, Coast Guard</b>   |  |  |
| Admiral, Vice Admiral,<br>Rear Admiral   | (full grade, name, and<br>abbreviation of service<br>designation)<br>(title)<br>(post office address of<br>organization and station) 00000 | Dear Admiral (surname):<br>Sincerely,    |

7/12/85

1360.16  
Appendix 1

| Addressee   | Address on Letter<br>and Envelope | Salutation and<br>Complimentary Close   |
|---|-----------------------------------|---|
| Commodore   | (same as above)                   | Dear Commodore (surname):<br>Sincerely,   |
| Captain   | (same as above)                   | Dear Captain (surname):<br>Sincerely,   |
| Commander, Lieutenant<br>Commander  | (same as above)                   | Dear Commander (surname):<br>Sincerely,   |
| Lieutenant,<br>Lieutenant (jg)  | (same as above)                   | Dear Lieutenant (surname):<br>Sincerely,  |
| Ensign, Chief Warrant<br>Officer, Warrant Officer   | (same as above)                   | Dear Ensign (surname):<br>Dear Chief Warrant Officer<br>(surname):<br>Dear Warrant Officer:<br>(surname):<br>Sincerely, |
| Chief Petty Officer   | (same as above)                   | Dear Chief Petty Officer<br>(surname):<br>Sincerely,  |
| Petty Officer First<br>Class, Petty Officer<br>Second Class, and Petty<br>Officer Third Class | (same as above)                   | Dear Petty Officer (surname):<br>Sincerely,   |
| Seaman, Seaman<br>Apprentice, and<br>Seaman Recruit   | (same as above)                   | Dear Seaman (surname):<br>Sincerely,  |
| Fireman, Fireman<br>Apprentice, and<br>Fireman Recruit  | (same as above)                   | Dear Fireman (surname):<br>Sincerely,   |



7/12/85

1360.16  
Appendix 1

| Addressee  | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close             |
|--|--|---|
| Airman, Airman<br>Apprentice, and<br>Airman Recruit                              | (same as above)  | Dear Airman (surname):<br>Sincerely,              |
| Construction Man,<br>Construction Man<br>Apprentice, Construction<br>Man Recruit | (same as above)  | Dear Construction Man<br>(surname):<br>Sincerely, |
| Hospitalman, Hospitalman<br>Apprentice, Hospitalman<br>Recruit                   | (same as above)  | Dear Hospitalman (surname):<br>Sincerely,         |
| Dentalman, Dentalman<br>Apprentice, Dentalman<br>Recruit                         | (same as above)  | Dear Dentalman (surname):<br>Sincerely,           |
| Stewardsman, Stewardsman<br>Apprentice, Stewardsman<br>Recruit                   | (same as above)  | Dear Stewardsman (surname):<br>Sincerely,         |
| Retired Officer  | (full grade) (full name)<br>(abbreviation of service<br>designation), Retired<br>(local address) 00000 | Dear (rank) (surname):<br>Sincerely,              |

**Service Academy Members**

|                                |  |  |
|--------------------------------|--|--|
| Army or Coast Guard--<br>Cadet | Cadet (full name)<br>(service designation)<br>(local address) 00000      | Dear Cadet (surname):<br>Sincerely,      |
| Navy--Midshipman               | Midshipman (full name)<br>(service designation)<br>(local address) 00000 | Dear Midshipman (surname):<br>Sincerely, |
| Air Force--Air Cadet           | Air Cadet (full name)<br>(service designation)<br>(local address) 00000  | Dear Air Cadet (surname):<br>Sincerely,  |

7/12/85

1360.16  
Appendix 1

| Addressee | Address on Letter<br>and Envelope | Salutation and<br>Complimentary Close |
|-----------|-----------------------------------|---------------------------------------|
|-----------|-----------------------------------|---------------------------------------|

### Military Mail (Overseas)

#### Army

Show full grade; full name,  
including first name and middle  
name or initial; social security  
account number; organization;  
APO number and post office through  
which the mail is to be routed.  
Example:

General Kenneth A. O'Brien, Jr.  
300-900-0241  
801st Infantry Regt.  
APO New York 09801

#### Air Force

Show full grade; full name,  
including first name and middle  
name or initial; social security  
account number; Postal Service  
Center (PSC) box number if served  
by PSC, or organization if not  
served by PSC (and box number,  
if appropriate); APO number and the  
post office through which the mail  
is to be routed. Examples:

##### Personnel Served by PSC:

Airman First Class James LaVar Green  
FR891-04-1978  
PSC Box 913  
APO New York 09109

##### Personnel Served by Unit Mail Room:

Sergeant Montgomery Stanback  
FR-801-04-0278  
124-24 Elect Instl. Sq., Box 139  
APO San Francisco 96274

7/12/85

1360.16  
Appendix 1

| Addressee             | Address on Letter<br>and Envelope   | Salutation and<br>Complimentary Close |
|-----------------------|---|---------------------------------------|
| Navy and Marine Corps | <p>Show full name, including first name and middle name or initial; rank or rating; service number; shore base organization unit with Navy number, or mobile unit designation or name of ship; and the fleet post office (FPO) through which the mail is to be routed.<br/>Examples:</p> <p>Navy:</p> <p>Mary D. Woodard QMSN 680 92 79 USN<br/>USS Irvin Wallace (DD 729)<br/>FPO San Francisco 96601</p> <p>Mary D. Woodard, AQF-1, 319 04<br/>02USN<br/>U.S. Naval Air Facility<br/>FPO New York 09521</p> <p>USMC:</p> <p>Major William Lewis, 139042 USMCR<br/>Staff, Fleet Marine Force Pacific<br/>FPO San Francisco 96602</p> <p>Lieutenant Joseph Woodard, 020478, USMC<br/>U.S. Marine Corps Air Facility<br/>FPO San Francisco 96672</p> <p>Dependents Residing with Military Personnel:</p> <p>Miss Mary D. Woodard<br/>c/o Sergeant Paul L. Woodard, 021-04-1978<br/>Company A, 1st Bn. 16th Inf.<br/>APO New York 09036</p> |                                       |

7/12/85

| Addressee | Address on Letter<br>and Envelope | Salutation and<br>Complimentary Close |
|-----------|-----------------------------------|---------------------------------------|
|-----------|-----------------------------------|---------------------------------------|

**Military Mail (Within United States)**

**Army and Air Force**

Show grade; full name, including first name and middle name or initial; social security account number; organization; military installation, State, and the ZIP Code. Examples:

**Personnel Served by PSC:**

Sergeant Keith Watkins, FR212-03-1978  
PSC Box 1978  
Vandenberg AFB, CA 93437

**Personnel Served by Unit Mail Room:**

Airman First Class Melvin C. Scott, FR 002-04-1978  
1 Strat Aerosp Div., Box 107  
Vandenberg AFB, CA 93437

**Navy and Marine Corps**

Show full name, including first name and middle initial; rank or rating; service number; organization; military installation, and the ZIP Code. Examples:

**Navy:**

Bill Hennessee, SK2, 513 02 64 USN  
U.S. Naval Supply Depot  
Great Lakes, IL 60088

**Marine Corp:**

Master Sergeant Bill Hennessee, 0204197 USMC  
Headquarters Battalion  
Headquarters U.S. Marine Corps  
Henderson Hall  
Arlington, VA 22214

7/12/85

1360.16  
Appendix 1

| Addressee | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close |
|-----------|--|---------------------------------------|
|           | Dependents Residing with Military<br>Personnel:  |                                       |
|           | Master Darrell Hennessee<br>c/o Sergeant William Hennessee, 081-32-1978<br>Company J. 9th Bn., 9th Inf.<br>Fort Gordon, GA 30905 |                                       |

#### CORPORATIONS, COMPANIES AND FEDERATIONS

|  |   |
|--|---|
| A Company or Corporation (name of company or<br>corporation)<br>(local address) 00000        | Gentlemen:<br>or Sirs:<br>Sincerely     |
| A Federation<br>(name of official)<br>(title), (name of federation)<br>(local address) 00000 | Dear Mr. (Ms.) (surname):<br>Sincerely, |

#### MEDICAL<sup>17</sup>

|  |                                   |
|--|-----------------------------------|
| Physician<br>(full name), (appropriate<br>abbreviation)<br>(local address) 00000 | Dear Dr. (surname):<br>Sincerely, |
|--|-----------------------------------|

#### Abbreviations<sup>18</sup>

|                |                         |
|----------------|-------------------------|
| C.B.           | Bachelor of Surgery     |
| D.O.           | Doctor of Osteopathy    |
| D.P.H.         | Doctor of Public Health |
| M.B. (or B.M.) | Bachelor of Medicine    |
| M.D.           | Doctor of Medicine      |
| Pod. D.        | Doctor of Podiatry      |

<sup>17</sup>Titles may be used in connection with Dr. except M.D., D.D., or other degree letters that mean Doctor.

<sup>18</sup>These abbreviations do not constitute a complete listing but consist of the most frequently used to serve as a guideline. Appropriate abbreviations may be found in a standard dictionary and other reference books available from General Services Administration. Reference should also be made to incoming correspondence, if any, for correct degree letters and titles.

7/12/85

| Addressee   | Address on Letter<br>and Envelope   | Salutation and<br>Complimentary Close   |
|---|---|---|
| Two Physicians                                      | Drs. (full name) and (full<br>name)<br>(local address) 00000<br>or<br>Drs. (same surname)<br>(local address) 00000  | Dear Drs. (surname) and<br>(surname):<br>Sincerely,<br>or<br>Dear Drs. (surname):<br>Sincerely, |
| Dentist   | (full name), (appropriate<br>abbreviation)<br>(local address) 00000   | Dear Dr. (surname):<br>Sincerely,   |
| Abbreviations <sup>19</sup>                         |   |   |
| B.D.S. Bachelor of Dental Surgery                   |   |   |
| D.D.S. Doctor of Dental Surgery                     |   |   |
| D.M.D. Doctor of Dental Medicine                    |   |   |
| M.D.S. Master of Dental Surgery                     |   |   |
| Veterinarian  | (full name), (appropriate<br>abbreviation)<br>(local address) 00000   | Dear Dr. (surname):<br>Sincerely,   |
| Abbreviations <sup>19</sup>                         |   |   |
| B.V.Sc. Bachelor of Veterinary Science              |   |   |
| D.V.M.<br>(or V.M.D.) Doctor of Veterinary Medicine |   |   |
| Pharmacist  | Mr. (or Ms.) (full name),<br>(appropriate abbreviation)<br>(local address) 00000<br>or<br>(full name), (appropriate<br>abbreviation)<br>(local address) 00000 | Dear Mr. (or Ms.) (surname):<br>Sincerely,<br>or<br>Dear Dr. (surname):<br>Sincerely,           |

<sup>19</sup>See footnote 18 on page 31.

| Addressee | Address on Letter<br>and Envelope | Salutation and<br>Complimentary Close |
|-----------|-----------------------------------|---------------------------------------|
|-----------|-----------------------------------|---------------------------------------|

#### Abbreviations<sup>20</sup>

Phar.B. Bachelor of Pharmacy  
Phar.D. Doctor of Pharmacy  
Phar.M. Master of Pharmacy  
Ph.C. Pharmaceutical Chemist  
R.Ph. Registered Pharmacist

|       |  |  |
|-------|--|--|
| Nurse | Mr. (or Ms.) (full name),<br>(appropriate abbreviation)<br>(local address) 00000 | Dear Mr. (or Ms.) (surname):<br>Sincerely, |
|-------|--|--|

#### Abbreviations<sup>20</sup>

L.P.N. Licensed Practical Nurse  
P.N. Practical Nurse  
R.N. Registered Nurse

#### OTHER ADDRESSES

##### Single

|       |  |  |
|-------|--|--|
| A Man | Mr. (full name)<br>(local address) 00000 | Dear Sir:<br>Sincerely,<br>or<br>Dear Mr. (surname):<br>Sincerely, |
|-------|--|--|

|                                  |  |                                   |
|----------------------------------|--|-----------------------------------|
| An Unmarried Woman <sup>21</sup> | Ms. (full name)<br>(local address) 00000 | Dear Ms. (surname):<br>Sincerely, |
|----------------------------------|--|-----------------------------------|

|                                     |   |  |
|-------------------------------------|---|--|
| A Married Woman <sup>22</sup><br>or | Mrs. (husband's full name)<br>(local address) 00000 | Dear Mrs. (surname):<br>Sincerely,<br>or |
|-------------------------------------|---|--|

|       |   |                                   |
|-------|---|-----------------------------------|
| Widow | Ms. (given name and surname)<br>(local address) 00000 | Dear Ms. (surname):<br>Sincerely, |
|-------|---|-----------------------------------|

<sup>20</sup>See footnote 18 on page 31.

<sup>21</sup>Use Miss if that is known to be the addressee's preference.

<sup>22</sup>Use Ms. with given name and surname if that is known to be the addressee's preference.

7/12/85

| Addressee                                    | Address on Letter<br>and Envelope  | Salutation and<br>Complimentary Close  |
|--|--|--|
| <b>Multiple<sup>23</sup></b>                 |  |  |
| Two or More Men                              | Messrs. (surname) and<br>(surname)<br>(local address) 00000<br>or<br>Mr. (full name) and<br>Mr. (full name)<br>(local address) 00000 | Gentlemen:<br>Sincerely,<br><br>or<br>Dear Mr. (surname) and<br>Mr. (surname):<br>Sincerely, |
| Two or More Men of<br>the Same Name          | Messrs. (given name) and<br>(given name) (surname)<br>(local address) 00000<br>or<br>The Messrs. (surname)<br>(local address) 00000  | Dear Messrs. (surname):<br>Sincerely,<br><br>or<br>Gentlemen:<br>Sincerely,                  |
| Two or More<br>Unmarried Women <sup>24</sup> | The Meses. (surname) and<br>(surname)<br>(local address) 00000<br>or<br>Miss (full name) and<br>(full name)<br>(local address) 00000 | Ladies (or Mesdames):<br>Sincerely,<br><br>or<br>Dear Misses (surname)<br>and (surname):     |
| Two or More Women <sup>24</sup>              | Ms. (full name) and<br>Mrs. (full name)<br>(local address) 00000   | Ladies (or Mesdames):<br>Sincerely,  |

<sup>23</sup>A letter to two or more persons may be addressed as illustrated or to only one of them when the latter is mentioned by name in the opening paragraph.

<sup>24</sup>When the names of both men and women occur in the inside address, the individual whose name appears first should be addressed first in the salutation.



APPENDIX 2. CAPITALIZATION

1. GENERAL. Problems of capitalization which most often arise in Government correspondence are covered in this chapter. Commonly used principles are briefly stated, and then supported by examples. When to capitalize is shown at the left of the page; when not to capitalize is shown at the right. For words or terms not included here, correct practice can be determined by relating them to the principles that are given. Also see the Government Printing Office Style Manual for other points on capitalization.

2. PROPER NOUNS.a. Names of persons, places, and things. (See also paragraphs c-g.)

Capitalize names of persons, places, and things; and their derivatives which retain proper noun meanings.

John Macadam, Macadam family  
Paris, Parisian  
Italy, Italian  
Rome, Roman  
Capitol in Washington, D.C.

Do not capitalize names which have become common, or their derivatives which have general meanings.

macadamized  
plaster of paris  
italics, italicize  
roman (type)  
a State capitol

Capitalize city only when it is part of the name.

Oklahoma City

Do not capitalize city when it stands alone or precedes the name.

city of Oklahoma City, the city

A common noun or adjective forming an essential part of a proper name is capitalized.

State of Oklahoma

Do not capitalize the titles following names or used instead of names, except to indicate preeminence or distinction.

the manager of the FSS, the manager  
but the President of the United States

Capitalize titles preceding names.

Chairman Jones  
Mayor Adams

b. Common nouns used as proper nouns.

Capitalize common nouns used as parts of proper names and of titles.

Massachusetts Avenue  
Federal Express  
Cape of Good Hope

Do not capitalize when used as a substitute for a name, or to denote time, sequence, or reference.

the longest avenue  
the express to Boston  
the southernmost cape

Union Station  
Budget and Accounting  
Procedures Act  
Appendix C  
Column 2  
Exhibit 107  
the Versailles Treaty

the railway station in Washington  
act of 1951

a part of appendix C  
in column 2, page 3, paragraph 3  
a reprint of exhibit 107  
the treaty of 1919

Capitalize common nouns when used  
alone as a well-known short form  
of a proper name.

Do not capitalize when used in  
a general sense.

British Commonwealth:  
the Commonwealth  
Cherokee Nation: the Nation  
Union of South Africa:  
the Union  
United States: the States,  
the Nation

a commonwealth of nations  
a nation of warlike people  
a union between families  
state's evidence

Capitalize plural forms of common  
noun when used as part of a proper  
name.

Do not capitalize when used in a  
general sense.

Seventh and I Streets  
Lakes Erie and Ontario  
State and Treasury Departments

two old streets  
these inland lakes  
executive departments

c. Names of organized bodies.

(1) Federal Government units.

Capitalize titles of the Federal  
Government and its units and their  
shortened forms. Capitalize other  
substitutes only to show distinction.

Do not capitalize when used in  
a general sense or when referring  
to other than a Federal Government  
unit.

The U.S. Government: the Federal  
Government, the National  
Government, the Government  
U.S. Congress: 86th Congress  
the Senate, the House  
Committee of the Whole: the  
Committee  
Department of Agriculture: the  
Department  
Division of Grants: the Division  
Bureau of the Census: the Census  
Bureau, the Bureau  
Geological Survey: the Survey

democratic government, a federal  
union, two national governments,  
city government  
a congress of citizens  
a senate or house unit in Iowa  
committees of the Senate, a PTA  
committee  
any department of the government  
a division of the organization  
formation of a bureau, the census  
bureau in Laurel  
a survey of minerals

Interstate Commerce Commission:  
the Commission  
American Embassy: the Embassy

Department of Defense: Military  
Establishment, Armed Forces

U.S. Army: the Army, Regular  
Army, the Infantry, 81st Regiment,  
Army Band

U.S. Navy: the Navy, Navy (Naval)  
Establishment, Marine Corps  
non-Federal Government

a commission on trade rights,  
interstate commissions  
a foreign embassy, the consulate,  
the consulate general  
a defense establishment, armed  
forces exploring the area, also  
armed services  
an army, Grant's army, infantrymen,  
the regiment, the March King's band  
naval shipyard, naval station  
corps of fighting men  
nonfederal aid, federal facility,  
government building  
FAA headquarters, Washington headquarters,  
headquarters, headquarters building

"Administration" (capital A) should be used only as a part of the title  
"Federal Aviation Administration" to avoid confusion with the political  
term "the Administration." The term "agency" (small a) may be used to  
mean the total FAA organization. Do not use "Agency" (capital A) when  
referring to the FAA.

## (2) International organizations.

Capitalize names of international  
organizations.

United Nations: the Security  
Council, the Assembly, the  
Secretariat, the International  
Court of Justice  
World Health Organization

Do not capitalize when used in  
a general sense.

united nations in the Middle East,  
a council of citizens, a town  
assembly, a secretariat for the  
director, a citizens' court  
funds for a health organization

(3) Names of other organized bodies. (For names of Federal Government  
units and international organizations, see paragraphs (1) and (2), preceding.)

Capitalize names of other organized  
bodies when used as titles.

Virginia Assembly, West Virginia  
House of Delegates  
California State Highway Commission:  
Highway Commission of California  
Dutchland Railroad Company: the  
Dutchland Railroad

Do not capitalize when used in  
a general sense.

the assembly, the senate, the house  
of delegates in West Virginia  
the highway commission, the commission  
for highway construction  
the railroad company, the railroad  
in Pennsylvania

7/12/85

d. Names of members of organized bodies.

Capitalize names of members of organized bodies to distinguish them from the same words merely in a descriptive sense. Do not capitalize when used in a general sense.

a Representative (Member of Congress)  
a Republican (member of a political party)  
a Catholic (member of the Catholic Church)

a representative of a group  
a republican form of government

catholic (universal) interests

e. Official designations of countries, domains, and their divisions.

Capitalize names of countries and their divisions when used as proper names or as proper adjectives.

Do not capitalize when used in a general sense.

United States: the Republic, the Nation, the Union  
New York State: the Empire State  
Dominion of Canada: the Dominion  
Province of Quebec: the Province  
U.S.S.R. (Union of Soviet Socialist Republics): Cominform (Communist Information Bureau), Communist International

a republic, two nations, national income, union of States (U.S.)  
church and state  
a dominion of the Western Hemisphere  
farming provinces of Canada  
a socialist form of government, experiment in communism

f. Names of regions, localities, and geographic features.

Capitalize names of regions, localities, and geographic features when used as proper names.

Do not capitalize terms used to denote mere direction or position.

the North Atlantic States  
the West, the Midwest  
Equatorial Africa  
the Middle East (Asia)  
the Promised Land  
the Continent

north, south, east, west, northerly, northern, northward  
road to the west, a midwest direction  
equatorial countries  
middle east of the State  
a land of promise  
continental boundaries

**g. Names of calendar divisions, holidays, historic events, and periods of time.**

Capitalize names of months of the year and days of the week.

January, February, March  
Monday, Tuesday, Wednesday

Do not capitalize names of the seasons or the words year and century when used with numbers.

fiscal year or fiscal year 1984  
spring, summer, autumn, winter  
the year 1960, the 20th century

Capitalize names of events and of holidays.

Battle of Lexington  
War of 1812, World War II  
Feast of the Passover  
Fourth of July: the Fourth

Do not capitalize when used in a general sense.

the battle fought at Lexington  
the war years, two major wars  
a religious feast  
on July the fourth, a national holiday

**3. TITLES USED WITH NAMES OR TITLES STANDING FOR PERSONS.**

**a. Titles preceding names.**

Capitalize titles preceding proper names.

President Roosevelt  
King George  
Chairman McDowell  
Ambassador Page

Do not capitalize when used in a general sense.

a president of a club  
a king of spades  
a chairman of the committee  
ambassador at large

**b. Titles following names, or titles used alone.**

Capitalize titles following proper names, or used alone as substitutes for names, when they indicate preeminence.

John Adams, President of the United States; the President, the President-elect, the Executive, the Commander in Chief, Ex-President Adams, a former President

Thomas Howells, Vice President of the United States; the Vice President

Do not capitalize when used in a general sense, or when not indicating preeminence.

Burns Mason, president of the Potomac Railway, president-elect of the union, the executive's suite, a young commander in chief, ex-president of Cullen Institute, a former president of the university  
Caleb Johnson, vice president of the Exchange; the vice president of SDA

7/12/85

B. A. Rowland, Secretary of State;  
the Secretary, the Acting  
Secretary, the Under Secretary,  
the Assistant Secretary, the  
Director, the Chief, or the  
Assistant Chief

secretaries of the military departments  
(part of the clerical staff), ~~but~~  
Secretaries of the military departments  
(heads of Army, Navy, Air Force),  
the director, or chief, or assistant  
chief of the laboratory

Capitalize titles in the second person.

Your Excellency  
Mr. Chairman, Madam Secretary

#### 4. TITLES OF PUBLICATIONS, DOCUMENTS, ACTS, ETC.

Capitalize all words in titles of  
publications and documents, except  
a, an, the, at, by, for, in, of, on,  
to, up, and, as, but, if, or, and nor.

Do not capitalize when used apart  
from titles or in a general sense.

Statutes at Large, Revised Statutes  
District Code  
Bancroft's History  
Journal (House or Senate)  
American Journal of Science  
Monograph 55, Research Paper 123  
Senate Document 70, but Senate  
bill 416  
House Resolution 68, but House  
bill 20  
Kellogg Pact, North Atlantic Pact  
Treaty of Ghent

the applicable statutes  
the code of the District  
history books  
a journal of legislative action  
a professional journal  
any monograph, a research paper by Sales  
a historical document from the Senate

a committee resolution

a pact between nations  
the treaty signed at Ghent

#### 5. THE DEFINITE ARTICLE.

Capitalize the word the when used as  
part of a name or title.

Do not capitalize when the is used adjectively  
or with titles of newspapers, periodicals,  
vessels, airships, or firm names.

The Dalles (Oregon)  
The Weirs (New Hampshire)  
The Hague  
The Attorney General (if so  
written in copy)

the Dalles region  
the Weirs streets  
the Hague Court; also the Netherlands  
the attorney general of Texas  
the Times, the Atlantic Monthly  
the Mermaid, the U-3  
the National Photo Company

7/12/85

1360.16  
Appendix 2

## 6. PARTICLES IN NAMES OF PERSONS.

Capitalize particles in foreign names or titles--d', da, della, du, van, and von.

D'Orbigny  
Da Ponte  
Du Pont

Capitalize particles in anglicized names, even if preceded by a forename or title.

Justice Van Devanter  
Samuel F. Du Pont  
Reginald De Koven

## 7. FIRST WORDS.

Capitalize the first word of a sentence, of a direct quotation, of a line of poetry, or of a formally introduced series of items following a comma or a colon.

The question is, Shall the bill pass?  
He asked, "And where are you going"?

Lives of great men all remind us  
We can make our lives sublime.  
The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

Do not capitalize in foreign names when preceded by a forename or title.

Alcide d'Orbigny  
Cardinal da Ponte  
E. I. du Pont de Nemours & Company

Do not capitalize when an individual prefers lowercase.

Henry van Dyke (personal usage)  
Irene du Pont (personal usage)

Do not capitalize the first word of a fragmentary quotation.

He objected "to the phraseology,  
not to the ideas."

Do not capitalize the first word following a colon, an exclamation point, or question if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.

APPENDIX 3. ACRONYMS/ABBREVIATIONS

1. GENERAL. Only well-known abbreviations or acronyms should be used. They should be avoided as much as possible in writing to persons who may not be familiar with the term.

a. When using an acronym or abbreviation, the phrase should first be spelled out followed by the acronym or abbreviation in parentheses. After this first definition of its meaning the acronym or abbreviation should be used without further explanation.

b. When writing to persons in FAA, well-known acronyms need not be defined if it is known that the recipient of the letter is familiar with the term.

2. CAPITALS. HYPHENS. PERIODS. AND SPACING.

a. In general, when abbreviating a word or words, capitalize and hyphenate the abbreviation as the original word or words. Use a period after each element of the abbreviation, unless through usage the period is omitted. Allow no spaces after periods.

c.o.d. H.R. 116 A.B. St. a.m. J.M. Jones

b. Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if not contrary to usage.

NASA TWA DOD GMAC AFL-CIO USAF

3. GEOGRAPHIC TERMS.

a. You may abbreviate United States when preceding Government or the name of a Government organization, except in formal writing. Spell out United States when it is used as a noun or when it is used as an adjective in association with names of other countries.

U.S. Government  
U.S. Congress  
U.S. Department of  
Agriculture  
U.S. Monitor Nantucket

U.S.S. Brooklyn (note abbreviation  
for ship)  
but British, French, and United  
States Governments  
United States-British talks

b. With the exceptions noted in paragraph a, preceding, the abbreviation U.S. is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy  
U.S. economy  
U.S. attorney  
U.S. attitude

but foreign policy of the United States  
the economy of the United States  
United States Code (official title)  
United States Steel Corp.  
(legal title)



7/12/85

c. Two-letter State and province abbreviations:

UNITED STATES

|    |             |    |                |    |                      |
|----|-------------|----|----------------|----|----------------------|
| AL | Alabama     | MD | Maryland       | PA | Pennsylvania         |
| AK | Alaska      | MA | Massachusetts  | RI | Rhode Island         |
| AZ | Arizona     | MI | Michigan       | SC | South Carolina       |
| AR | Arkansas    | MN | Minnesota      | SD | South Dakota         |
| CA | California  | MS | Mississippi    | TN | Tennessee            |
| CO | Colorado    | MO | Missouri       | TX | Texas                |
| CT | Connecticut | MT | Montana        | UT | Utah                 |
| DE | Delaware    | NE | Nebraska       | VT | Vermont              |
| FL | Florida     | NV | Nevada         | VA | Virginia             |
| GA | Georgia     | NH | New Hampshire  | WA | Washington           |
| HI | Hawaii      | NJ | New Jersey     | WV | West Virginia        |
| ID | Idaho       | NM | New Mexico     | WI | Wisconsin            |
| IL | Illinois    | NY | New York       | WY | Wyoming              |
| IN | Indiana     | NC | North Carolina | DC | District of Columbia |
| IA | Iowa        | ND | North Dakota   | GU | Guam                 |
| KS | Kansas      | OH | Ohio           | PR | Puerto Rico          |
| KY | Kentucky    | OK | Oklahoma       | VI | Virgin Islands       |
| LA | Louisiana   | OR | Oregon         |    |                      |
| ME | Maine       |    |                |    |                      |

CANADA

|    |                  |    |                       |    |                      |
|----|------------------|----|-----------------------|----|----------------------|
| AB | Alberta          | NF | Newfoundland          | PE | Prince Edward Island |
| BC | British Columbia | NT | Northwest Territories | PQ | Quebec               |
| LB | Labrador         |    |                       | SK | Saskatchewan         |
| MB | Manitoba         | NS | Nova Scotia           | UT | Yukon Territory      |
| NB | New Brunswick    | ON | Ontario               |    |                      |

Other commonly used two-letter and three-letter abbreviations are:

|    |         |     |                     |    |                    |
|----|---------|-----|---------------------|----|--------------------|
| BH | Bahamas | BWI | British West Indies | RP | Republic of Panama |
|----|---------|-----|---------------------|----|--------------------|

NOTE: Two-letter and three-letter abbreviations are for expediting mail through the U.S. Postal Service and will be used ONLY on envelopes or inside addresses. Spell out the name in the body of a letter or memorandum.

4. ADDRESSES. Words in an address are usually spelled out. Where brevity is required, these abbreviations following a name or a number may be used.

|              |                  |                 |                |
|--------------|------------------|-----------------|----------------|
| St.--Street  | Sq.--Square      | Dr.--Drive      | NW.--Northwest |
| Ave.--Avenue | Blvd.--Boulevard | Ct.--Court      | SW.--Southwest |
| Pl.--Place   | Ter.--Terrace    | Bldg.--Building | NE.--Northeast |
|              |                  |                 | SE.--Southeast |

NOTE: DO NOT ABBREVIATE county, fort, mount, point, and port.

**5. NAMES AND TITLES.**

- a. Use abbreviations in firm names as they are shown on the firm's letterhead.

J. Dillard & Sons, Inc.

- b. Where brevity in company names is required, the following abbreviations may be used:

|                 |                    |                    |        |
|-----------------|--------------------|--------------------|--------|
| Bro.--Brother   | Co.--Company       | Inc.--Incorporated | &--and |
| Bros.--Brothers | Corp.--Corporation | Ltd.--Limited      |        |

- c. Do not abbreviate Company and Corporation in names of Federal Government units.

|                        |                              |
|------------------------|------------------------------|
| Metals Reserve Company | Commodity Credit Corporation |
|------------------------|------------------------------|

- d. Use the following abbreviations after a name:

|   |                             |
|---|-----------------------------|
| Jr., Sr.                                  | Degrees: M.A., Ph.D., LL.D. |
| 2d, 3d, II, III (not preceded by a comma) | Fellowships, orders, etc.:  |
|   | F.R.S., K.C.B.              |

- e. Sr. and Jr. should not be used without given name or initials, but may be used in combination with any title.

A.B. Jones, Jr.; not Jones, Jr., or Mr. Jones, Jr.  
President J.B. Jones, Sr.

- f. Do not use titles such as Mr., Mrs., Ms., and Dr. in combination with another title or with abbreviations indicating academic degrees.

John Jones, A.B., Ph.D.; not Mr. John Jones, A.B., Ph.D.  
Dick Roe, M.D.; not Dr. Dick Roe, M.D.; or Mr. Dick Roe, M.D.  
A. B. Jones, Jr., Esq.; not Mr. A. B. Jones, Jr., Esq.

- g. When the name is followed by abbreviations designating religious and fraternal orders and academic and honorary degrees, arrange the abbreviations in this sequence: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

John J. Jones, D.D., M.A., D. Lit.  
Richard R. Row, C.S.C., Ph.D., LL.D.

- 6. PARTS OF PUBLICATIONS.** Abbreviations may be used to designate parts of publications mentioned in parentheses, brackets, footnotes, lists of references, and tables, and followed by figures, letters, or Roman numerals.

|                                   |                                |
|-----------------------------------|--------------------------------|
| app., apps.--appendix, appendixes | pt. pts.--part, parts          |
| art., arts.--article, articles    | sec., secs.--section, sections |

bull., bulls.--bulletin, bulletins  
cl., cls.--clause, clauses  
ch., chs.--chapter, chapters  
col., cols.--column, columns  
fig., figs.--figure, figures  
no., nos.--number, numbers  
p., pp.--page, pages  
par., pars.--paragraph, paragraphs  
pl., pls.--plate, plates

subch., subchs.--subchapter,  
subchapters  
subpar., subpars.--subparagraph,  
subparagraphs  
subsec., subsecs.--subsection,  
subsections  
supp., supps.--supplement,  
supplements  
vol., vols.--volume, volumes

7. TERMS RELATING TO CONGRESS. You may use the following abbreviations for the words Congress and session when these words are used in parentheses, brackets, footnotes, sidenotes, lists of references, and tables.

82d Cong., 1st sess.  
1st sess., 82d Cong.  
Public Law 64, 74th Cong.

#### 8. ACRONYMS.

a. Specialists tend to be dedicated to the language of their specialty, including its many acronyms. The use of acronyms may become a roadblock to a good, well-written communication, and comprehension is slowed when a reader has to stop and interpret. Use must be limited to internal correspondence which in turn should make us more aware of applying the same care and caution when writing to persons outside the agency. The meaning of acronyms used must be spelled out in the few instances where the complete avoidance is impractical.

b. If a determination is made to spell out an acronym, it would be written in lower case with the acronym in parentheses and in all caps.

airport traffic control tower (ATCT)

radar approach control (RAPCON)

but

Texas Instruments (TI) company name

National Airspace System (NAS) name of a specific system

c. After spelling out the acronym the first time, use acronym ONLY dropping the parentheses.

d. A complete list of approved FAA acronyms from Order 1000.15A, Glossary, is provided for quick reference following this appendix.

## FAA ACRONYMS

## A

AAS: airport advisory service  
 AC: advisory circular  
 ACEM: Aircraft Equipment Modification  
 ACFI: FAA Advisory Committee on Flight Information  
 ACIC: Aeronautical Chart and Information Center (USAF)  
 ACW: Aircraft Control and Warning System  
 ADC: Air Defense Command  
 ADF: automatic direction finder  
 ADIS: automatic data interchange system  
 ADIZ: Air Defense Identification Zone  
 ADP: automatic data processing  
 ADSA: air derived separation assurance  
 AEEM: Airborne Electronic Equipment Modification  
 AFS: Aeronautical Fixed Service; Airway Facilities Sector  
 AFTN: Aeronautical Fixed Telecommunications Network  
 AGC: automatic gain control  
 AID: airport information desk  
 AIM: Airmen's Information Manual  
 AIREP: air report  
 AIRMET: Airmen's Meteorological Information  
 ALNOT: alert notice  
 ALS: approach lighting system  
 ALTRV: (See Central Altitude Reservation Function)  
 AMB: Aircraft Maintenance Base  
 AME: aviation medical examiner  
 AMIS: Aircraft Movement Information Service  
 API: air position indicator  
 ARP: airport reference point  
 ARSR: air route surveillance radar  
 ARTCC: air route traffic control center  
 ARTS: automated radar terminal system  
 ASB: Aircraft Services Base  
 ASDE: airport surface detection equipment  
 ASF: Aircraft Service Facility  
 ASR: airport surveillance radar  
 ATC: air traffic control (FAR Part 1)  
 ATCBI: air traffic control beacon interrogator  
 ATCRBS: Air Traffic Control Radar Beacon System  
 ATCSOC: ATC Systems Command Center  
 ATCT: airport traffic control tower  
 ATIS: Automatic Terminal Information Service  
 ATSCCP: Air Traffic Service Contingency Command Post  
 AVC: automatic volume control

## B

BLUE: blind landing experimental unit  
 BUEC: backup emergency communications  
 BVD: beacon video digitizer

## C

CAD: Central Aircraft Dispatch  
 CARF: Central Altitude Reservation Function  
 CAS: (1) calibrated airspeed (FAR Part 1); (2) collision avoidance system  
 CAT: clear-air turbulence  
 CCC: central computer complex  
 CD: common digitizer  
 CDC: computer display channel  
 CE: conspicuity enhancement

CERAP: combined center/RAPCON  
 CFCF: Central Flow Control Function  
 CIRVIS: communications instructions reporting vital intelligence sightings  
 CNI: communications-navigation-identification  
 CO/A: Change Order (Aircraft)  
 CO/E: Change Order (Electronics)  
 CONSO: consolan  
 CP: circular polarization  
 CRT: cathode-ray tube  
 CST: combined station/tower  
 CUE: computer updating equipment

## D

DABS: discrete address beacon system  
 dBA: A-weighted sound pressure level  
 dB: decibel  
 DCC: display channel complex  
 DCD: double channel duplex  
 DCS: double channel simplex  
 DDM: difference in depth of modulation  
 DEW: Distant Early Warning Line  
 DEWIZ: Distant Early Warning Identification Zone  
 DF: direction finder  
 DME: distance measuring equipment  
 DH: decision height  
 DVFR: Defense Visual Flight Rules

## E

EAC: expected approach clearance time  
 ECM: electronic counter measures  
 EFAS: En Route Flight Advisory Service  
 EFC: expected further clearance time  
 EHF: extremely high frequency  
 ELT: emergency locator transmitter  
 EMC: employee-management cooperation  
 EPI: expanded position indicator  
 EPNdB: (see effective perceived noise level)  
 EPNL: effective perceived noise level  
 EVSS: electronic voice switching system

## F

FAA: Federal Aviation Administration  
 FAR: Federal Aviation Regulations  
 FAWS: Flight Advisory Weather Service  
 FDDL: frequency division data link  
 FDEP: flight data entry and printout equipment  
 FIAC: Flight Information Advisory Committee  
 FIPS: Federal Information Processing Standard  
 FIR: flight information region (ICAO)  
 FM: fan marker  
 FPDI: flight path deviation indicator  
 FSK: frequency shift keying  
 FSS: flight service station  
 FTC: fast time constant

## G

GCA: ground controlled approach  
GCI: ground controlled intercept  
GDL: guidance light facility  
GENOT: general notice  
GHz: gigahertz  
GPI: ground position indicator  
GS: glide slope

## H

H: homer  
HAT: height above touchdown  
HF: high frequency  
HH: (see homer)  
Hz: Hertz

## I

IACC: U.S. Government Inter-Agency Air Cartographic Committee  
IAGC: instantaneous automatic gain control  
IAS: indicated airspeed (FAR Part I)  
ICAO: International Civil Aviation Organization  
IFF: identification friend or foe  
IFR: instrument flight rules (FAR Part 91)  
IFSR: international flight service receiving station  
IFSS: international flight service station  
IFST: international flight service transmitter station  
ILAS: instrument low approach system  
ILS: instrument landing system  
IM: inner marker  
IMC: instrument meteorological conditions  
INREQ: information request  
INT: intersection  
IP: Initial point  
ISLS: improved side lobe suppression

## J

JATO: jet assisted takeoff

## K

kHz: kilohertz

## L

LANAC: laminar air navigation and anticollision  
LDA: localizer-type directional aid  
LDIN: lead-in light facility  
LF: low frequency  
L/MF: low-medium frequency  
LMM: compass locator at middle marker  
LOC: ILS localizer  
LOM: compass locator at outer marker  
LP: linear polarization

## M

mA: milliampere  
MAD: maintenance alert directive  
MALS: medium intensity approach lights - 5000 cp

MAP: missed approach procedure  
MCA: minimum crossing altitude  
MCL: Mid-Canada Line  
MDA: minimum descent altitude (FAR Part 1)  
MEA: minimum en route IFR altitude  
MF: medium frequency  
MH: (see homer)  
MHz: megahertz  
MLS: microwave landing system  
MM: middle marker  
MOCA: minimum obstruction clearance altitude  
MODEM: modulator-demodulator  
MRA: minimum reception altitude  
MSL: mean sea level  
MTI: moving target indicator  
MUA: maximum usable altitude  
MVA: minimum vectoring altitude

## N

NAS: National Airspace System  
NASP: National Airport System Plan  
NATCOM: National Communications Center  
NAVAID: air navigation facility  
NCC: NORAD Control Centers  
NCS: National Communication System  
NFDC: National Flight Data Center  
NFSG: National Field Support Group  
NORAD: North American Air Defense Command  
NOTAM: Notice to Airmen  
NSD: Navigational Situation Display

## O

OBS: omnibearing selector  
OAW: off-airways weather station  
OM: outer marker  
OMNI: (see VOR)

## P

PAM: pulse-amplitude modulation  
PAR: precision approach radar  
PCS: power conditioning system  
PGP: Planning Grant Program  
PIREP: pilot report  
PNL: perceived noise level  
PNLT: perceived noise level - tone corrected  
PPI: plan position indicator  
PRF: pulse repetition frequency  
PT: procedure turn  
PWI: (1) pilot warning instrument; (2) proximity warning indicator

## R

RAIL: runway alignment indicator light  
RAPCON OR RAPCO: radar approach control  
RATCF: radar air traffic control facility  
RBC: rotating beacon ceilometer  
RBDE: radar bright display equipment  
RCAG: remote center air/ground communication facility

RCC: rescue coordination center  
 RCO: remote communications outlet  
 REIL: runway end identification lights  
 RENOT: regional notice  
 RIS: reports identification symbol  
 RLA: restricted landing area  
 RMI: radio magnetic indicator  
 RML: radar microwave link  
 RMLR: radar microwave link repeater  
 RMLT: radar microwave link terminal  
 RNAV: area navigation  
 RTOL: reduced takeoff and landing  
 RTT: radio telemetering theodolite  
 RVO: runway visibility observer  
 RVR: runway visual range

## S

SAFI: semiautomatic flight inspection system  
 SAGE: semiautomatic ground environment system (USAF)  
 SALS: short approach light system  
 SAMB: Secondary Aircraft Maintenance Base  
 SAR: search and rescue  
 SCAN: self-correcting automatic navigation  
 SDF: simplified directional facility  
 SECRA: Secondary Radar  
 SELCAL: selective calling system  
 SFL: sequenced flashing lights  
 SHF: super-high frequency  
 SHORAN: short range navigation  
 SID: standard instrument departure  
 SIF: selective identification feature  
 SIGMET: significant meteorological information  
 SLS: side lobe suppression  
 SMP: special maintenance project  
 SPANAT: Systems Planning Approach North Atlantic  
 SPAR: ILS system performance activity report  
 SSF: system support facility  
 SSO: self-sustained outlet  
 STAR: standard terminal arrival route  
 STC: sensitivity time control  
 STOL: short takeoff and landing

## T

TACAN: tactical air navigation

TCH: threshold crossing height  
 TDDL: time-division data link  
 TDI: TACAN distance indicator  
 TP: terminating point  
 TRACAB or TRCAB: terminal radar approach control in tower cab. (See terminal radar approach control)  
 TRACON OR TRACO: terminal radar approach control  
 TROPO: tropospheric scatter station  
 TRS: theodolite recording system  
 TRSA: terminal radar service area  
 TVOR: terminal VOR  
 TWEB: transcribed weather broadcast equipment  
 TWS: track while scan

## U

UDF: (See direction finder)  
 UHF: ultra high frequency  
 UVDF: (See direction finder)

## V

(V<sub>1</sub>): critical engine failure speed  
 VASI: visual approach slope indicator  
 VDF: (See direction finder)  
 VFR: visual flight rules (FAR Part 91)  
 VHF: very high frequency  
 VLF: very low frequency  
 VMC: visual meteorological conditions  
 VOR: very high frequency omnidirectional range  
 VORTAC: (see VOR and TACAN)  
 VOT: very high frequency omnidirectional range-test  
 V/STOL: vertical/short takeoff and landing  
 VTOL: vertical takeoff and land

## W

WAE: (see employee - intermittent)  
 WMSC: Weather Message Switching Center  
 WOC: (see employee - WOC)  
 W/P: RNAV way point (FAR Part I)

## Z

Z: zulu time

APPENDIX 4. PUNCTUATION

1. GENERAL. Punctuation marks are to the reader what road signs are to the driver. They make it easier to read and understand what someone has written. There are rules, but there are also many exceptions. Some punctuation marks may be substituted for others without changing the meaning of a sentence or without making it less clear. Good sentences usually need few punctuation marks. The Government Printing Office Style Manual treats punctuation in detail.

2. APOSTROPHE.

## a. Use the apostrophe:

- (1) To indicate contractions or omitted letters.

I've        it's (it is)        TV'ers

- (2) To indicate the coined plurals of figures, letters, and symbols.

1890's    p's and q's    ATC's    FAA's    FSS's    ILS's    +'s

- (3) To show possession. Add 's when the noun does not end with an s sound. Add only the apostrophe to a noun that ends with an s sound.

officer's    Mars'    hostess'    Co.'s    Cos.'    Jones'    Joneses'    Schmitz'

- (a) To show possession in compound nouns, add the apostrophe or 's to the final word.

brother-in-law's        secretary-treasurer's

- (b) To show joint possession in nouns in a series, add the apostrophe or 's to the last noun.

soldiers and sailors' home

- (c) To show separate possession in a series, add the apostrophe or 's to each noun.

John's, Thomas', and Henry's ratings

- (d) To show possession in indefinite pronouns, add the apostrophe or 's to the last component of the pronoun.

someone's desk        somebody else's books        others' homes

b. Do not use the apostrophe:

- (1) To form the possessive of personal pronouns.

theirs      yours      hers      its

- (2) To form the plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe. Add 's, however, if it makes the plural easier to read.

twos and threes      ifs, ands, and buts      yeses and noes  
do's and don'ts      which's and that's

- (3) To follow names of countries and other organized bodies ending in s or after words more descriptive than possessive (not indicating personal possession), except when the plural does not end in s.

United States control      United Nations meeting  
merchants exchange      children's hospital

- (4) When acronym is in parentheses.

Federal Aviation Administration's (FAA)

3. BRACKETS.

a. Use brackets in pairs:

- (1) To enclose a correction.

He arrived at 13 [12] o'clock.

- (2) To supply something omitted.

Mr. Adams [arrived] late.

- (3) To explain or to identify.

The president pro tem [Arnold] spoke briefly.

- (4) To instruct or to add comment.

The report is as follows [read first paragraph]:

- (5) To enclose sic when it is used to show that an error in a quotation has been recognized but not changed.

It's [sic] counterpart is missing.



b. Use a single bracket at the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

4. COLON. Use the colon:

a. To separate an introductory statement from explanatory or summarizing material that follows.

The board consists of three officials: Chairman, vice chairman, and recorder-secretary.

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

b. To introduce formal statements, questions, or quotations.

The committee stated the principle thus: In our foreign relations, people instead of governments are our first concern.

The following question came up for discussion: What policy should be adopted?

He said: [If the quotation is not more than one sentence, use a comma instead of a colon.]

c. To follow all salutations (formal and informal).

Dear Mr. Franklin:

Ladies and Gentlemen:

To Whom It May Concern:

Dear John:

d. To separate the hour and the minutes in clock time.

8:15 a.m. to 11:59 p.m.    8 a.m. to 11 p.m.    8:15 a.m. to 11:00 p.m.

e. To follow introductory headings which lead directly to subentries.

Policy:

General:

Salaries

Responsibilities

Specific:

f. To separate parts of citations.

Luke 4:3    Journal of Education 3:342-359

g. To indicate proportion (use double colon as ratio sign):

1:2::3:6

7/12/85

5. COMMA.

a. Use the comma:

- (1) To separate words or figures that might otherwise be misunderstood or misread.

|                                      |                                  |
|--------------------------------------|----------------------------------|
| Instead of hundreds, thousands came. | Out of each 20, 10 are rejected. |
| To John, Smith was very helpful.     | What the difficulty is, is       |
|                                      | not known.                       |

- (2) To set off introductory or explanatory words that precede, break, or follow a short direct quotation. The comma is not needed if a question mark or an exclamation point is already part of the quoted matter.

I said, "Don't you understand the question?"  
"I understand it," she replied, "but I disagree with the answer."  
"Why?" he said.  
"It's unreasonable!" she exclaimed.

- (3) To indicate the omission of an understood word or words.

Then he was enthusiastic; now, indifferent.

- (4) To separate a series of modifiers of equal rank.

It is a young, eager, and intelligent group.  
but--He is a clever young man. (No comma when  
the final modifier is considered part of the  
noun modified.)

- (5) To follow each of the members within a series of three or more when the last two members are joined by **and**, **or**, or **nor**.

|                           |                              |
|---------------------------|------------------------------|
| horses, mules, and cattle | neither snow, rain, nor heat |
| by the bolt, by the yard, | by 5, 10, or 20              |
| or in remnants            |                              |

- (6) To separate an introductory phrase from the subject it modifies.

Beset by the enemy, they retreated.

- (7) Before and after Jr., Sr., academic degrees, and names of States preceded by names of cities, within a sentence.

|                            |                   |
|----------------------------|-------------------|
| Henry Smith, Jr., chairman | Smith, Henry, Sr. |
| Washington, D.C., schools  |                   |

- (8) To set off parenthetical words, phrases, or clauses.

It is obvious, therefore, that this office cannot function.  
The atom bomb, developed by the Manhattan project, was first  
used in World War II.

but--The person who started that fire is undoubtedly an  
arsonist. (No comma necessary, since the clause "who  
started that fire" is essential to identify the person.)  
He therefore gave up the search.

- (9) To set off words or phrases in apposition or in contrast.

Mr. Jay, attorney for the plaintiff, asked for a delay.  
You will need work, not words.

- (10) To separate the clauses of a compound sentence if they are joined  
by a simple conjunction such as **or**, **nor**, **and**, or **but**.

The United States will not be an aggressor, nor will it tolerate  
aggression by other countries.

- (11) To set off a noun or phrase in direct address.

Mr. President, the motion has carried.

- (12) To separate the title of an official and the name of his/her organization  
in the absence of the words **of** or **the**.

Manager, Insurance Branch      Chairman, Committee on Appropriations

- (13) To separate thousand, millions, etc., in numbers of four or more  
digits.

4,230      50,491      1,000,000

- (14) To set off the year when it follows the day of the month in a specific  
date within a sentence.

The reported dates of September 11, 1943, to June 12, 1955, were  
erroneous.

- (15) To separate a city and state.

Cleveland, Ohio      Washington, DC

b. Do not use the comma:

- (1) To separate the month and year in a date.

Production for June 1955  
On 5 July 1956 we dedicated the arsenal.  
(Military form of date.)

- (2) To separate units of numbers in built-up fractions, decimals, page numbers, serial numbers (except patent numbers), telephone numbers, and street addresses.

|   |                        |
|---|------------------------|
| 1/2500  | Motor No. 189463       |
| 1.9047  | 639-3201               |
| page 2632   | 1727-1731 Broad Street |
| 1450 kilocycles, 1100 meters (no comma unless more than<br>four digits, radio only) |                        |

- (3) To precede an ampersand (&) or a dash.

Greene, Wilson & Co. (except in indexes: Jones, A. E., & Sons)  
There are other factors--time, cost, and transportation--but  
quality is the most important.

- (4) To separate two nouns one of which indentifies the other.

The booklet "Infant Care"      Wilson's boat The Maria

- (5) To separate the name and the number of an organization.

Western Legion Post No. 12

6. DASH. Use the dash (two hyphens and no spaces):

- a. To mark a sudden break or abrupt change in thought.

He said--and no one contradicted him--"The  
battle is lost."  
If the bill should pass--which Heaven forbid!--  
the service will be wrecked.

- b. To indicate an interruption or an unfinished word or sentence.

He said, "Give me lib--"      Q. Did you see--?    A. No, sir.

c. To serve instead of commas or parentheses, if the meaning is clarified by the dash.

These are shore deposits--gravel, sand, and clay--but marine sediments underlie them.

d. To introduce a final clause that summarizes a series of ideas. (See also paragraph 4a, preceding, for use of the colon.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear--these are the fundamentals of moral world order.

e. To follow an introductory phrase leading into two or more successive lines and indicating repetition of that phrase.

I recommend--  
That we accept the rules  
That we publish them

f. To serve instead of a colon when a question mark closes the preceding idea.

How can you explain this?--"Fee paid, \$5."

g. To precede a credit line or signature.

Still achieving, still pursuing,  
Learn to labor and to wait.  
--Longfellow  
This statement is open to question.--Gerald H. Forsythe

7. EXCLAMATION POINT. Use the exclamation point to mark surprise, incredulity, admiration, appeal, or other strong emotion which may be expressed even in a declarative or interrogative sentence.

|                          |                            |
|--------------------------|----------------------------|
| How beautiful!           | Who shouted, "All aboard!" |
| "Great!" he exclaimed    | (question mark omitted)    |
| O Lord, save Thy people! |                            |

8. HYPHEN. Use the hyphen:

a. To connect the elements of certain compound words. (See also appendix 6 on compound words.)

|               |              |                |
|---------------|--------------|----------------|
| mother-in-law | self-control | walkie-talkie  |
| ex-governor   | H-bomb       | quasi-academic |

b. To indicate continuation of a word divided at the end of a line. (See also appendix 7 on word division.)

- c. To separate the letters of a word which is spelled out for emphasis.

d-o-l-l-a-r-s

9. PARENTHESES.

a. Use parentheses:

- (1) To set off matter not part of the main statement or not a grammatical element of the sentence, yet important enough to be included.

Mr. Kelley (to the chairman)

Q. (Continuing.)

A. (Reads:)

The result (see figure 2) is most surprising.

- (2) To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

You can find it neither in French dictionaries (at any rate,  
not in Littre) nor in English dictionaries.

- (3) To enclose an explanatory word that is not part of the statement.

The Erie (PA.) Ledger; but the Ledger of Erie, PA.

- (4) To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph.

You will observe that the sword is (1) old fashioned, (2) still sharp,  
and (3) unusually light for its size.

- (5) To enclose a reference at the end of a sentence. Unless the reference is a complete sentence, place the period after the parenthesis closing the reference. If the sentence contains more than one parenthetical reference, the parenthesis closing the reference at the end of the sentence is placed before the period.

The specimen exhibits both phases (pl. 14, A, B).

The individual cavities show great variation. (See pl. 4.)

This sandstone (see pl. 6) occurs in every county of the  
State (see pl. 1).

b. Use a single parenthesis:

At the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

10. PERIOD. Use the period:

a. To end a declarative sentence that is not exclamatory and to end an imperative sentence.

He works for Johnson & Sons, Inc.  
Do not be late.

b. To end an indirect question or a question intended as a suggestion and not requiring an answer.

Tell me how the rocket was launched.  
May we hear from you soon.

c. To indicate omission within a sentence, use three periods without spaces between; at the end of a sentence, four. This is called an ellipsis.

He called...and left.... He returned the next day.

d. To follow abbreviations unless by usage the period is omitted.

gal. NE. qt. but TVA USDA

NOTE: In abbreviations made up of single letters, no space is allowed between the period and the following letter except that one space is allowed after the periods following the initials in a proper name.

11. QUESTION MARK. Use the question mark:

a. To indicate a direct query even if not in the form of a question.

Did he do it?  
He did what?  
Can the money be raised? is the question.  
Who asked, "Why?" (Note single question mark.)

b. To express more than one query in the same sentence.

Can he do it? or you? or anyone?

c. To express doubt.

He said the boy was 8(?) feet tall.

## 12. QUOTATION MARKS.

### a. Use quotation marks:

(1) To enclose a direct quotation. Single quotation marks are used to enclose a quotation within a quotation.

The answer is "No."  
"Your order has been received," they wrote.  
He said, "John said 'No.'"  
"John," said Henry, "why do you go?"  
"The equipment will be forwarded promptly."

(2) To enclose any matter following the terms entitled, the word, the term, marked, endorsed, or signed. Do not use them to enclose expressions following the terms known as, called, so-called, etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An Act ...."  
It was signed "John."  
After the word "treaty," insert a comma.  
The so-called investigating body.

(3) To enclose misnomers, slang expressions, nicknames, or ordinary words used in an arbitrary way.

(4) When a quotation of less than two lines is run into the text. (A quotation of more than two lines is blocked five spaces from the left and right margins of the text and quotation marks are omitted.)

### b. Limit quotation marks, if possible, to three sets (double, single, double).

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

c. Place punctuation inside or outside quotation marks as follows. Always type the comma and the final period inside the quotation marks. Other punctuation marks are placed inside if they are a part of the quoted matter.

"The President," he said, "will veto the bill."  
The trainman shouted, "All aboard!"  
Is this what we call a "Correspondex"?  
"Have you an application form?"  
Who asked, "Why?"



**13. SEMICOLON. Use the semicolon:**

a. To separate independent clauses not joined by a conjunction or joined by a conjunctive adverb such as **hence, therefore, however, moreover, etc.**

The report is not ready today; it may be completed by Friday.  
The allotment has been transferred to the Production Division;  
hence, construction of the partitions must be delayed.  
The Director publicly commended us for our report; however,  
he later asked us to rewrite the conclusion.

b. To separate two or more phrases or clauses with internal punctuation.

Robert M. Roman, chairman of the union, will travel in most of southern Europe; in all of the Near East; and, in case there is time, along the northern, western, and southern coasts of Africa.

If you want your writing to be worthwhile, give it unity; if you want it to be easy to read, give it coherence; and, if you want it to be interesting, give it emphasis.

Incidents occurred in Seattle, Washington; Denver, Colorado; and Boise, Idaho.

c. To separate statements that are too closely related in meaning to be written as separate sentences.

No; we receive one-third.  
War is destructive; peace, constructive.

d. To precede words or abbreviations which introduce a summary or explanation of what has gone before in the sentence.

A writer should adopt a definite arrangement of material; for example, arrangement by time sequence, by order of importance, or by subject classification.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

NOTE: The semicolon is to be avoided where a comma will suffice.

APPENDIX 5. NUMERALS

1. GENERAL. Whether to express a number in figures or to spell it out is often a troublesome choice. This appendix covers most of the principles needed to make a choice. It first treats numbers that are spelled out. Then it deals with numbers that are expressed in figures, confining the rules to small numbers, usually those under a thousand. The third part covers large numbers, some of which may be written in text by combining figures and words. Further instructions as to the accepted method of writing numerals are found in the Government Printing Office Style Manual. The following suggestions offer overall guidance in choosing the best method of expressing a number.

a. Spell out numbers at the beginning of a sentence. If possible, do not begin sentence with routing symbols as they are alphabetical numerical codes used primarily for mail distribution. Numbers under 10 are to be spelled out except when expressing time, money, and measurement.

b. Use Arabic numerals rather than Roman numerals.

c. Except in legal documents, avoid repeating in numerals a number which has been spelled out.

2. NUMBERS SPELLED OUT.

a. Single numbers of less than 10 within a sentence.

six horses

five recommendations

three times as large

seven machine guns

b. When 2 or more numbers appear in a sentence and 1 of them is 10 or more, figures are used for each number.

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.

Each of nine major commodities (five metal and four nonmetal) was in supply.

c. Numbers of less than 100 preceding a compound modifier containing a figure.

two 3/4-inch boards

but 120 8-inch boards

twelve 6-inch guns

d. Round numbers and indefinite expressions.

a hundred cows, dollars, men

but 100-odd pupils, 250-fold

the early seventies

but the 1870's, not the '70's or 70's

in the eighties

mid-sixties

but mid-1961

a thousand and one reasons

less than a million dollars

- e. Numbers used with serious and dignified subjects and in formal writing.

|                              |                              |
|------------------------------|------------------------------|
| The Thirteen Original States | in the year nineteen hundred |
| millions for defense but not | and sixty-five               |
| one cent for tribute         |                              |

- f. Large numbers denoting amounts which are formally spelled out, as in legal work, are expressed as follows:

|                               |                                    |
|-------------------------------|------------------------------------|
| one thousand six hundred      | fifty-two thousand one hundred and |
| and twenty                    | ninety-five                        |
| eight thousand and ninety-two | nine hundred and seventy-three     |
| eight hundred and eighty-two  | thousand                           |

- g. Fractions standing alone or followed by of a or of an.

|                             |                                |
|-----------------------------|--------------------------------|
| one-half inch               | three-fourths of an inch       |
| one-half of a farm, not 1/2 | not 3/4 inch or 3/4 of an inch |
| of a farm                   | but 1/2 to 1 3/4 pages         |

- h. Ordinal numbers less than 10th. (See also paragraph 3d following.)

|                |                 |
|----------------|-----------------|
| First Congress | eighth parallel |
| ninth century  | Second Street   |
|                | Ninth Avenue    |

3. NUMBERS EXPRESSED IN FIGURES.

- a. Single numbers of 10 or more within a sentence.

50 ballots, guns, horses      nearly 10 miles      about 40 men

- b. Serial numbers. (Commas are not used in serial numbers.)

Bulletin 725    pages 352-357    ME 5-9020    1900 19th Street    290 U.S. 325

- c. Quantities, measures, and time.

(1) Ages.

6 years old    52 years 10 months 6 days    a 3-year-old boy

## (2) Dates.

June 1959; June 20, 1959  
 not June, 1959, or  
 June 20th, 1959  
 March 6 to April 15, 1959  
 not March 6, 1959, to  
 April 15, 1959

15 April 1960 (military)  
 4th of July, but Fourth of July,  
 meaning the holiday  
 the 1st (day) of the month, but  
 the last of April or the first  
 of May, not referring to specific  
 days  
 FY 1984 (without dash) or FY-84--either  
 is acceptable

(3) Decimals. Place a zero before a decimal where there is no unit, except in market quotations. (See paragraph (5) following.) Omit decimal point and zeros after a number unless the zero is needed to indicate exact measurement.

0.25 inch    1.25    gage height 10.0    approximately 10 feet

## (4) Degrees

longitude 77° 08'06''E.  
 (spaces omitted)  
 latitude 49° 26'16''N.

104° temperature  
 an angle of 57°  
 but two degrees of justice

## (5) Market quotations.

4 1/2-percent bonds  
 Metropolitan Railroad, 109

Treasury bonds sell at 95  
 sugar, .03; not 0.03

## (6) Mathematical expressions.

multiplied by 3

divided by 6

## (7) Measurements.

7 meters, yards, miles, acres, bushels, but tenpenny nail,  
 fourfold, three-ply  
 2 feet by 1 foot 8 inches by 1 foot 3 inches  
 8 by 12 inches  
 20/20 vision    2,500 horsepower    6-pounder  
 10 yards    6 acres    1 1/2 mile

## (8) Money. (See also paragraphs 2d, preceding, and 4, following.)

\$0.75 or 75 cents  
 0.5 cent  
 \$3.65

\$3 (not \$3.00) per 200 pounds  
 but \$3.00 to \$3.65

7/12/85

(9) Percentages.

23 percent    25.5 percent    0.5 percent or one-half of 1 percent  
5 percentage points            50-50 (colloquial expression)

(10) Proportion.

1 to 4            1:62,500            1-3-5

(11) Time.

|                                   |  |
|-----------------------------------|--|
| 6 hours 8 minutes 20 seconds      | half past 4 or 4:30 a.m.                   |
| 10 years 3 months 29 days         | 12 m. (noon) and 12 p.m. (midnight)        |
| but four centuries, three decades | 1300 (military time) <b>not</b> 1300 hours |
| 10 o'clock or 10 p.m.             | any one year                               |
| not 10 o'clock p.m. or 10:00 p.m. | four afternoons                            |
| 10 p.m., 10:30 p.m.               |  |
| but 10:00 p.m. to 10:30 p.m.      |  |

(12) Unit modifiers.

|                       |                  |                       |              |
|-----------------------|------------------|-----------------------|--------------|
| 5-day week            | 8-year-old wine  | 8-hour day            | 10-foot pole |
| but a two-story house | a five-man board | \$20 million airfield |              |

d. Ordinal numbers of 10th or more. (See also paragraph 2h, preceding.)

|                        |              |   |
|------------------------|--------------|---|
| 20th century           | 82d Congress | 20th Congressional District                 |
| 17th region            | 171st Street | 200th Place                                 |
| the 9th and 10th times |              | He represented the 1st, 4th, and 12th wards |

e. Military units are always expressed in figures except at the beginning of a sentence. (Exception: Corps, which is expressed in Roman numerals.)

|                      |                    |           |
|----------------------|--------------------|-----------|
| 2d Infantry Division | 323d Fighter Wing  | 5th Fleet |
| 7th Air Force        | 9th Naval District | XII Corps |

7/12/85

1360.16  
Appendix 5

4. LARGE NUMBERS. Large numbers are usually expressed in figures; however, numbers larger than a million which end in four or more zeros may be expressed in text by combining figures and words. In the examples which follow, preference is based on the ease with which the number can be grasped in reading.

| <u>Amount Expressed in Figures</u>  | <u>Preferable in Text</u>      | <u>Acceptable in Text</u>  |
|-------------------------------------|--------------------------------|--|
| 299,789,665.....                    | 299,789,665                    | -  |
| \$1,200,390,180.....                | \$1,200,390,180                | -  |
| \$12,000,000*.....                  | \$12 million.....              | 12 million dollars   |
| \$1,000,000,000*.....               | \$1 billion.....               | 1 billion dollars or<br>one billion dollars  |
| 3,250,000*.....                     | 3.25 million.....              | 3 1/4 million or three and<br>one-fourth million or three<br>and one-quarter million |
| 750,000,000*.....                   | 750 million,.....              | 3/4 billion or three-fourths<br>of a billion or three-quarters<br>of a billion       |
| 9,000,000 to<br>1,000,000,000*..... | 9 million to<br>1 billion..... | nine million to one billion  |

\*Correct for tabular work and for text when used with other numbers ordinarily written in figures, as "\$12,000,000 and \$9,250,600."

APPENDIX 6. COMPOUND WORDS

1. GENERAL. A compound word conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but separates the component words, and thus aids readability and correct pronunciation. In this chapter, basic rules for compounding are given first and are followed by guides to forming solid compounds and to hyphenating unit modifiers. Instructions are also given on adding prefixes and suffixes and on putting together combining forms. Word forms are constantly changing. The correct form for use in the Government is found in the Government Printing Office Style Manual. A "Guide to Compounding" follows this appendix.

2. BASIC RULES.

a. Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning.

|                |              |                 |               |
|----------------|--------------|-----------------|---------------|
| banking hours  | census taker | fellow citizen  | palm oil      |
| blood pressure | day laborer  | living costs    | patent right  |
| book value     | eye opener   | mountain laurel | training ship |

b. Compound two or more words to express an idea that would not be as clearly expressed in separate words.

|             |               |               |              |
|-------------|---------------|---------------|--------------|
| afterglow   | cupboard      | employee-year | right-of-way |
| bookkeeping | employee-hour | newsprint     | workload     |

c. In a derivative of a compound, keep the solid or hyphenated form of the original compound unless otherwise indicated for particular words.

|                 |               |                  |
|-----------------|---------------|------------------|
| coldbloodedness | ill-advisedly | praiseworthiness |
| footnoting      | outlawry      | railroader       |

3. SOLID COMPOUNDS.

a. When any, every, no, and some are combined with body, thing, and where, type as one word. Type as separate words some one, every one, and similar combinations which refer to a particular person or thing. To avoid mispronunciation, type no one as two words at all times.

|               |            |         |           |
|---------------|------------|---------|-----------|
| anybody       | anywhere   | nobody  | somebody  |
| anyone, but   | everybody  | no one  | someone   |
| any one thing | everything | nothing | something |
| anything      | everywhere | nowhere |           |

b. Type as one word compound personal pronouns.

|         |         |            |            |
|---------|---------|------------|------------|
| herself | myself  | ourselves  | yourself   |
| himself | oneself | themselves | yourselves |

c. Type as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

|           |                 |           |                 |
|-----------|-----------------|-----------|-----------------|
| northeast | north-northeast | southwest | south-southwest |
|-----------|-----------------|-----------|-----------------|

4. UNIT MODIFIERS.

a. Place a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified except as shown in paragraph b following. This use of the hyphen applies particularly to combinations in which one element is a present or past participle.

|                           |                                 |                       |
|---------------------------|---------------------------------|-----------------------|
| a 4-percent increase      | Federal-State-local cooperation | long-term loan        |
| Baltimore-Washington road | guided-missile program          | lump-sum payment      |
| drought-stricken area     | large-scale project             | multiple-purpose uses |
| English-speaking nation   | law-abiding citizen             | U.S.-owned property   |

b. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

|                           |                        |                            |
|---------------------------|------------------------|----------------------------|
| Atomic energy power       | life insurance company | social security pension    |
| civil service examination | parcel post delivery   | soil conservation measures |
| income tax form           | real estate tax        | special delivery mail      |
| land bank load            |                        |                            |

c. Generally, do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in ly; do not use hyphens in a three-word unit modifier the first two elements of which are adverbs.

|                                   |                         |
|-----------------------------------|-------------------------|
| eagerly awaited moment            | but ever-normal granary |
| heavily laden ship                | ever-rising flood       |
| unusually well preserved specimen | still-new car           |
| very well defined usage           | still-lingering doubt   |
| very well worth reading           | well-known lawyer       |
| not too distant future            | well-kept farm          |
| often heard phrase                |                         |

d. Proper nouns used as unit modifiers, either in their basic or derived forms, retain their original form but the hyphen is printed when combining forms.

|                          |                               |                             |
|--------------------------|-------------------------------|-----------------------------|
| United States laws       | Red Cross nurse               | Swedish-American descent    |
| Latin American countries | Winston-Salem regional office | Minneapolis-St. Paul region |



e. Do not confuse a modifier with the word it modifies.

|                      |                            |                        |
|----------------------|----------------------------|------------------------|
| gallant serviceman   | well-trained schoolteacher | American flagship      |
| average taxpayer     | wooden-shoe maker          | but American-flag ship |
| but income-tax payer | tomato-canning factory     |                        |

f. Retain the hyphen where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term.

|  |                                |
|--|--------------------------------|
| 8-, 10-, and 16-foot boards                | moss- and ivy-covered walls    |
| 2- by 4-inch boards but 2 to 4 inches wide | not moss and ivy-covered walls |

g. Do not use a hyphen in a foreign phrase used as a unit modifier.

|                   |                   |                      |
|-------------------|-------------------|----------------------|
| en route student  | per capita tax    | prima facie evidence |
| ex officio member | per diem employee |                      |

h. Do not use a hyphen in a unit modifier which contains a letter or a number as its second element.

|                      |                      |                 |
|----------------------|----------------------|-----------------|
| article 3 provisions | grade A eggs         | point 4 program |
| ward D patients      | strontium 90 effects |                 |

i. Do not use a hyphen in a unit modifier within quotation marks unless the modifier is usually a hyphenated term.

|                |                        |               |
|----------------|------------------------|---------------|
| "blue sky" law | "good neighbor" policy | "tie-in" sale |
|----------------|------------------------|---------------|

## 5. PREFIXES, SUFFIXES, AND COMBINING FORMS.

a. Type compounds which contain prefixes or suffixes as one word without a hyphen except as shown in paragraphs b, c, and d following. Use a hyphen to avoid doubling a vowel or tripling a consonant, except after the prefixes co, de, pre, pro, and re.

|                |                 |                  |              |
|----------------|-----------------|------------------|--------------|
| agencywide     | deemphasis      | nationwide       | semiofficial |
| antedate       | extracurricular | northward        | shell-like   |
| anti-inflation | homestead       | offset           | thimble-eye  |
| biweekly       | Inverness-shire | preexisting      | twofold      |
| brass-smith    | micro-organisms | reenact          | ultra-atomic |
| cooperation    | misstate        | semi-independent |              |

b. Use a hyphen to avoid confusion.

|                        |                            |                        |
|------------------------|----------------------------|------------------------|
| anti-hog-cholera serum | non-civil-service position | re-treat (treat again) |
| co-op                  | re-sort (sort again)       | un-ionized             |

c. Type with a hyphen the prefixes **ex**, **self**, and **quasi**.

|                      |                       |                          |
|----------------------|-----------------------|--------------------------|
| <b>ex-governor</b>   | <b>self-control</b>   | <b>quasi-argument</b>    |
| <b>ex-serviceman</b> | <b>self-educated</b>  | <b>quasi-corporation</b> |
| <b>ex-trader</b>     | <b>quasi-academic</b> | <b>quasi-judicial</b>    |

d. Use a hyphen to join a prefix to a capitalized word, unless usage is otherwise.

|                    |                            |
|--------------------|----------------------------|
| <b>anti-Arab</b>   | <b>but nongovernmental</b> |
| <b>pro-British</b> | <b>overanglicize</b>       |
| <b>un-American</b> | <b>transatlantic</b>       |
| <b>non-FAA</b>     |                            |

## 6. NUMERICAL COMPOUNDS.

a. Type a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

|                        |                        |                                       |
|------------------------|------------------------|---------------------------------------|
| <b>7-hour day</b>      | <b>3-week vacation</b> | <b>but one hundred and twenty-one</b> |
| <b>6-footer</b>        | <b>24-inch ruler</b>   | <b>100-odd</b>                        |
| <b>10-minute delay</b> | <b>twenty-one</b>      | <b>foursome</b>                       |

b. Type a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

|                         |                                  |                            |
|-------------------------|----------------------------------|----------------------------|
| <b>one-thousandth</b>   | <b>twenty-one thirty-seconds</b> | <b>two one-thousandths</b> |
| <b>three-fourths of</b> | <b>twenty-three thirtieths</b>   | <b>two-thirds</b>          |
| <b>an inch</b>          |                                  |                            |

## 7. IMPROVISED COMPOUNDS.

a. Use a hyphen between the elements of an improvised compound serving as an adjective or a noun.

|                                   |                                  |
|-----------------------------------|----------------------------------|
| <b>how-to-be-beautiful course</b> | <b>let-George-do-it attitude</b> |
| <b>know-how</b>                   | <b>stick-in-the-mud</b>          |
| <b>know-it-all</b>                |                                  |

b. When the noun form is printed in separate words, always hyphenate the corresponding verb form.

|                    |                      |                    |
|--------------------|----------------------|--------------------|
| <b>blue-pencil</b> | <b>cold-shoulder</b> | <b>cross-brace</b> |
|--------------------|----------------------|--------------------|

7/12/85

1360.16  
Appendix 6

8. COMPOUND WORDS PECULIAR TO THE FAA.

The space that follows is provided for any compound words used by your facility.

9. **GUIDE TO COMPOUNDING.** The Government Printing Office Style Manual outlines the rules for compounding in Government correspondence. The following is extracted from Chapter 7 of that manual. The abbreviations *adv.* (adverb), *n.* (noun), *v.* (verb), *u.m.* (unit modifier), *pref.* (prefix), *c.f.* (combining form), and *conj.* (conjunction) indicate function. Words printed flush are combined with the words which follow to form solid or hyphenated compounds; a spacemark (#) indicates a two-word form (note that two-word forms in the adjective position use a hyphen except as laid down in rules 6.16, 6.21, and 6.24 of the Government Printing Office Style Manual).

A

|          |   |  |  |  |
|----------|---|--|--|--|
| <b>A</b> | <b>actino (c.f.)</b><br><i>all one word</i><br>addle<br>brain<br>head<br>pate<br>add-on (u.m.)<br>adeno (c.f.)<br><i>all one word</i><br>aero (c.f.)<br>-otitis<br><i>rest one word</i><br>afore<br><i>all one word</i><br>Afro-American<br>after (c.f.)<br><i>all one word</i><br>agar-agar<br>age<br>less<br>long<br>-old (u.m.)<br>-stricken (u.m.)<br>-weary (u.m.)<br>ague<br>-faced (u.m.)<br>-plagued (u.m.)<br>-sore (u.m.)<br>aide-de-camp<br>air<br>bag<br>base<br>bill<br>blast<br>-blasted (u.m.)<br>blown<br>brake<br>brush<br>burst<br>cargo<br>-clear (u.m.) | <b>coach</b><br>-condition (all forms)<br>-cool (v.)<br>-cooled (u.m.)<br>course<br>crew<br>-dried (u.m.)<br>-driven (u.m.)<br>drome<br>drop<br>-dry (u.m., v.)<br>fare<br>-floated (u.m.)<br>flow<br>foil<br>-formed (u.m.)<br>frame<br>freight<br>gap<br>glow<br>hammer<br>head<br>hole<br>hose<br>lane<br>lift<br># line (line for air)<br>line (aviation)<br>liner<br>link<br>locked<br>mail<br>mark (v.)<br>marker<br>mass<br>minded<br>park<br>path<br>photo | <b>port (all meanings)</b><br>scoop<br>show<br>sleeve<br>ship<br>sick<br>-slaked (u.m.)<br>space<br>speed<br>stream<br>strike<br>strip<br># time (radio and TV)<br>wave<br>alder-leaved (u.m.)<br>ale<br>cup<br>-fed (u.m.)<br>glass<br>alkali # land<br>all<br>-absorbing (u.m.)<br>-aged (u.m.)<br>-American<br>-clear (n., u.m.)<br>-fired (u.m.)<br>-flotation (mining)<br>-inclusive (u.m.)<br>mark (printing)<br>-out (u.m.)<br>-possessed (u.m.)<br>-round (u.m.)<br>spice<br>-star (u.m.)<br>allo (c.f.)<br><i>all one word</i><br>almagiver | <b>along</b><br>ship<br>shore<br>side<br>alpen<br>glow<br>stock<br>alpha<br>space<br>-cellulose<br>-iron<br>-naphthol<br>also-ran (n., u.m.)<br>alto<br>cumulus<br>relievo<br>stratus<br>amber<br>-clear (u.m.)<br>-colored (u.m.)<br>-tipped (u.m.)<br>ambi (c.f.)<br><i>all one word</i><br>amidships<br>amino<br># acid<br><i>as prefix, all one word</i><br>ampere<br>-foot<br>-hour<br>meter<br>-minute<br>-second<br>amphi (pref.)<br><i>all one word</i><br>amylo (c.f.)<br><i>all one word</i><br>anchor<br>hold<br># light<br>plate |
|----------|---|--|--|--|

|   |  |   |  |  |
|---|--|---|--|--|
| angel<br>cake<br>-eyed (u.m.)<br>-faced (u.m.)<br>food<br>angio (c.f.)<br><i>all one word</i><br>angle<br>hook<br>meter<br>wing<br>Anglo (c.f.)<br>-American, etc.<br><i>rest one word</i><br>anhydr(o) (c.f.)<br><i>all one word</i><br>ankle<br>bone<br>-deep (u.m.)<br>jack<br>ant<br>eater<br>hill<br>ante (pref.)<br># bellum, etc.<br>-Christian, etc.<br># mortem<br>mortem<br>(nonliteral)<br><i>rest one word</i><br>antero (c.f.)<br><i>all one word</i><br>anthra (c.f.)<br><i>all one word</i><br>anthropo (c.f.)<br><i>all one word</i><br>anti (pref.)<br>-American, etc.<br>christ | god<br>-hog-cholera<br>(u.m.)<br>-icer, -imperial,<br>-inflation, etc.<br>-missile-missile<br>(u.m.)<br>missile,<br>personnel,<br>trust, etc.<br>-New # Deal, etc.<br><i>rest one word</i><br>antro (c.f.)<br><i>all one word</i><br>anvil<br>-faced (u.m.)<br>-headed (u.m.)<br>any<br>how<br>one<br># one (one thing<br>or one of a<br>group)<br>place (adv.)<br>aorto (c.f.)<br><i>all one word</i><br>apo (pref.)<br><i>all one word</i><br>apple<br>cart<br>jack<br>juice<br>sauce<br>-scented (u.m.)<br>April-fool (v.)<br>aqua<br>culture<br>lung<br>marine | meter<br>puncture<br>tint<br>tone<br>aquo (c.f.)<br>-ion<br><i>rest one word</i><br>arc<br>-over (n., u.m.)<br>-weld (v.)<br>arch (pref.)<br>band<br>bishop<br>duke<br>enemy<br>-Protestant<br>archeo (c.f.)<br><i>all one word</i><br>archi (pref.)<br><i>all one word</i><br>archo (c.f.)<br><i>all one word</i><br>areo (c.f.)<br><i>all one word</i><br>aristo (c.f.)<br><i>all one word</i><br>arithmo (c.f.)<br><i>all one word</i><br>arm<br>band<br>bone<br>chair<br>hole<br>lift<br>pit<br>plate<br>rack<br>rest<br>-shaped (u.m.) | armor<br>-clad (u.m.)<br>-piercing (u.m.)<br>plate<br>-plated (u.m.)<br>arm's-length<br>(u.m.)<br>arrow<br>head<br>-leaved (u.m.)<br>plate<br>-shaped (u.m.)<br>shot<br>-toothed (u.m.)<br>arseno (c.f.)<br><i>all one word</i><br>art-colored (u.m.)<br>arterio (c.f.)<br><i>all one word</i><br>arthro (c.f.)<br><i>all one word</i><br>asbestos<br>-covered (u.m.)<br>-packed (u.m.)<br>ash<br>bin<br>can<br>-colored (u.m.)<br>-free (u.m.)<br>-gray (u.m.)<br>pan<br>pile<br>pit<br>tray<br>assembly<br># line<br># room<br>astro (c.f.)<br><i>all one word</i> | attorney # at # law<br>audio<br>frequency<br>gram<br>meter<br>tape<br>visual<br>auri (c.f.)<br>-iodide<br><i>rest one word</i><br>authorship<br>auto (c.f.)<br>-objective<br>-observation<br>-omnibus<br>-ophthalmoscope<br><i>rest one word</i><br>awe<br>-bound (u.m.)<br>-filled (u.m.)<br>-inspired (u.m.)<br>some<br>ax<br>-adz<br>-grinding (u.m.)<br>hammer<br>head<br>-shaped (u.m.)<br>axletree<br>axo (c.f.)<br><i>all one word</i><br>azo (c.f.)<br>-orange<br>-orchil<br>-orseilline<br><i>rest one word</i> |
|---|--|---|--|--|

## B

|  |  |  |   |   |
|--|--|--|---|---|
| B-flat<br>baby<br>face (n.)<br>sit (v.)<br>back<br>ache<br>band<br>bite (v.)<br>bone<br>breaker<br>cap<br>chain<br>charge<br>-country (u.m.)<br>cross<br>date<br>down (n., u.m.)<br>drop<br>face<br>feed<br>fill<br>fire<br>flap<br>flash<br>flow<br>-focus (v.)<br>furrow<br>ground<br>hand<br>haul<br>-in (n., u.m.)<br>lash<br>list (v.)<br>log<br>lotter | packer (n.)<br>paddle (v.)<br>pay<br>payment<br>pedal (v.)<br>plate<br>rest<br>road<br>run<br>saw<br>scatter<br>set<br>shift<br>slide<br>space<br>spin<br>spread<br>staff<br>stage<br>stairs<br>stamp<br>stay<br>stitch<br>stop<br>strap<br>-streeter<br>stretch (n.)<br>string<br>strip (book)<br>stroke<br>-swath (v.)<br>swept<br>swing<br>tack<br>talk | tender<br>tenter<br>-titrate (v.)<br>track (v.)<br>trail<br>up (n., u.m.)<br>wall<br>wash<br>backer<br>-down<br>-off<br>-up<br>bag<br>-cheeked<br>(u.m.)<br>pipe<br>-shaped (u.m.)<br>baggage # room<br>bailout (n., u.m.)<br>bake<br>pan<br>stove<br>bald<br>faced<br>head (n.)<br>pate<br>ball<br>-like<br>park<br>(nonliteral)<br># park (literal)<br>player<br>point (n., u.m.)<br>stock<br>ballot # box | band<br>cutter<br>saw<br>stand<br>string<br>-tailed (u.m.)<br>wagon<br>width<br>bandy<br>ball<br>-legged (u.m.)<br>bangup (n., u.m.)<br>bank<br>note<br>side (stream)<br>bantamweight<br>bar<br>post<br>tender<br>-wound (u.m.)<br>bare<br>-armed (u.m.)<br>back<br>bone<br>faced<br>foot<br>handed<br>legged<br>necked<br>worn<br>barge-laden (u.m.)<br>bark<br>cutter<br>peel<br>-tanned (u.m.) | barley<br>corn<br>mow<br># water<br>barnstormer<br>barrel<br>head<br>-roll (v.)<br>-shaped (u.m.)<br>base<br>ball<br>ball # bat<br>line<br># line (surveying)<br>-minded (u.m.)<br>basi (c.f.)<br><i>all one word</i><br>basketball<br>bas-relief<br>bat<br>blind<br>-eyed (u.m.)<br>fowl<br>wing<br>bath<br>mat<br>robe<br>tub<br>batwing (cloth)<br>battercake<br>battle<br>ax<br>dore<br>-fallen (u.m.)<br>front |
|--|--|--|---|---|

|                 |                     |                      |                   |                  |
|-----------------|---------------------|----------------------|-------------------|------------------|
| ground          | beechnut            | bill                 | snake             | iron             |
| -scarred (u.m.) | beef                | back                 | strap (n.)        | lamp             |
| ship            | eater               | beetle               | top               | off (n., u.m.)   |
| stead           | -faced (u.m.)       | broker               | blast             | out (n., u.m.)   |
| wagon           | head                | fold                 | hole              | pipe             |
| baybolt         | steak               | head                 | plate             | spray            |
| beach           | tongue              | hook                 | blasto (c.f.)     | through (u.m.)   |
| comber          | bees                | poster               | all one word      | torch            |
| head            | wax                 | sticker              | bleach            | tube             |
| wagon           | wing                | billet               | ground            | up (n., u.m.)    |
| bead            | beetle              | -doux                | works             | blue             |
| flush           | -browed (u.m.)      | head                 | blear             | -annealed (u.m.) |
| roll            | head                | billingsgate         | eye               | beard (n.)       |
| beak            | stock               | bio (c.f.)           | -eyed (u.m.)      | blood            |
| head            | before              | -aeration            | -witted (u.m.)    | bonnet           |
| iron            | -cited (u.m.)       | -osmosis             | blepharo (c.f.)   | bottle           |
| -shaped (u.m.)  | hand                | rest one word        | all one word      | coat (n.)        |
| beam            | -mentioned          | birchbark            | blight-resistant  | -eyed (u.m.)     |
| filling         | (u.m.)              | bird                 | (u.m.)            | grass            |
| -making (u.m.)  | -named (u.m.)       | bath                 | blind             | -gray (u.m.)     |
| bean            | behindhand          | bander               | -bomb (v.)        | -green (u.m.)    |
| bag             | bell                | cage                 | -flying (u.m.)    | -hot (u.m.)      |
| cod             | -bottomed (u.m.)    | call                 | fold              | jack             |
| -fed (u.m.)     | crank               | catcher              | -loaded (u.m.)    | jacket           |
| pole            | -crowned (u.m.)     | -eyed (u.m.)         | #man              | nose             |
| pot             | hanger              | -faced (u.m.)        | spot              | -pencil (v.)     |
| setter          | hop                 | life                 | stitch            | point (oyster)   |
| -shaped (u.m.)  | mouthed             | lime                 | story             | print            |
| stalk           | ringer              | lore                 | blink-eyed (u.m.) | stocking         |
| bear            | wether              | mouthed              | blithe-looking    | streak           |
| baiting         | belly               | seed                 | (u.m.)            | (nonliteral)     |
| herd            | ache                | shot                 | blitz             | tongue (n.)      |
| hide            | band                | watcher              | buggy             | blunder          |
| hound           | buster              | bird's               | krieg             | buss             |
| off (n., u.m.)  | button              | -eye                 | block             | head             |
| trap            | fed (u.m.)          | #nest (literal) (n.) | buster            | blunt            |
| beater          | pinch               | -nest (n., u.m., v.) | head              | -edged (u.m.)    |
| -out            | belowstairs         | birth                | hole (v.)         | -spoken (u.m.)   |
| -up             | belt                | bed                  | ship              | boar             |
| beauty          | -driven (u.m.)      | day                  | blood             | spear            |
| -blind (u.m.)   | saw                 | mark                 | -alcohol (u.m.)   | staff            |
| -clad (u.m.)    | bench               | place                | bath              | board            |
| #shop           | fellow              | right                | beat              | rack             |
| beaverpelt      | -hardened (u.m.)    | biacuit-shaped       | curdling          | walk             |
| bed             | made (u.m.)         | (u.m.)               | -drenched (u.m.)  | boat             |
| chair           | mark                | bismuto (c.f.)       | -giving (u.m.)    | builder          |
| chamber         | (nonliteral)        | all one word         | guilty            | crew             |
| clothes         | #mark               | bitstock             | -hot (u.m.)       | hook             |
| cord            | (surveying)         | bitter               | hound             | head             |
| cover           | warmer              | -ender               | letting           | loader           |
| -fallen (u.m.)  | bentwing (n., u.m.) | head                 | mobile            | setter           |
| fast            | benzo (c.f.)        | sweet                | -red (u.m.)       | side             |
| fellow          | all one word        | -tongued (u.m.)      | ripe              | swain            |
| frame           | berry-brown (u.m.)  | black                | shed              | wright           |
| pad             | best                | ball (nonliteral)    | shot              | bob              |
| pan             | #man                | -bordered (u.m.)     | spiller           | cat              |
| plate           | seller (n.)         | damp                 | spot              | aled             |
| post            | beta                | -eyed (u.m.)         | stain             | stay             |
| quilt           | -glucose            | face                 | stock             | bobby            |
| rail            | tron                | fire                 | stream            | pin              |
| ridden          | between             | guard                | sucker            | -soxer           |
| rock            | decks               | jack                 | thirsty           | body             |
| sheet           | whiles              | leg                  | -warm (u.m.)      | bearer           |
| sick            | bi (pref.)          | list                 | bloody            | bending          |
| side            | -iliac              | mail                 | -nosed (u.m.)     | builder          |
| sore            | rest one word       | mark                 | -red (u.m.)       | -centered        |
| space           | big                 | -market (u.m., v.)   | blossom           | (u.m.)           |
| spread          | -eared (u.m.)       | -marketeer           | -bordered (u.m.)  | guard            |
| spring          | -eyed (u.m.)        | -marketer            | -laden (u.m.)     | -mind            |
| stand           | head (ego)          | mouthed              | blow              | plate            |
| stead           | horn (sheep)        | out (n., u.m.)       | back              | bog              |
| straw           | -horned (u.m.)      | plate (printing)     | by (n., u.m.)     | -eyed (u.m.)     |
| bee             | -leaguer            | print                | cock              | trot (v.)        |
| bread           | mouthed             | -robed (u.m.)        | down (n., u.m.)   | boil             |
| -eater          | name (top rank)     | shirted              | gun               | down (n., u.m.)  |
| herd            | (n., u.m.)          |                      | hard (n.)         | off (n., u.m.)   |
| hive            |                     |                      | hole              | out (n., u.m.)   |

|                   |                     |                    |                         |                      |
|-------------------|---------------------|--------------------|-------------------------|----------------------|
| boiler            | last                | crumb              | bride                   | brown                |
| -off              | leg                 | earner             | bed                     | back                 |
| -out              | lick                | fruit              | bowl                    | -eyed (u.m.)         |
| plate             | strap               | liner              | cake                    | out (n., u.m.)       |
| works             | bore                | plate              | chamber                 | print                |
| boiling # house   | hole                | seller             | cup                     | brush                |
| bold              | safe                | stuff              | groom                   | ball                 |
| face (printing)   | sight               | winner             | knot                    | # holder             |
| -spirited (u.m.)  | bosom               | break              | lace                    | off (n., u.m.)       |
| bolt              | -deep (u.m.)        | away (n., u.m.)    | maiden                  | -treat (v.)          |
| cutter            | -folded (u.m.)      | ax                 | stake                   | brusher              |
| head              | -making (u.m.)      | back (n., u.m.)    | bridge                  | -off                 |
| hole              | bottle              | bone (fever)       | builder                 | -up                  |
| -shaped (u.m.)    | -fed (u.m.)         | down (n., u.m.)    | head                    | buck                 |
| strake            | neck                | -even (u.m.)       | pot                     | eye                  |
| bomb              | -nosed (u.m.)       | fast               | tree                    | -eyed (u.m.)         |
| drop              | bottom # land       | fast # room        | briefcase               | horn                 |
| fall              | boughpot            | front              | bright                  | hound                |
| shell             | bow                 | -in (n., u.m.)     | -colored (u.m.)         | passer               |
| sight             | back                | neck               | -eyed (u.m.)            | plate                |
| thrower           | bent                | off (n., u.m.)     | brilliant               | pot                  |
| -throwing (u.m.)  | grace               | out (n., u.m.)     | -cut (u.m.)             | saw                  |
| bondslave         | head                | point              | -green (u.m.)           | shot                 |
| bone              | knot                | through (n., u.m.) | brine-soaked (u.m.)     | skinned              |
| ache              | legged              | up (n., u.m.)      | bringer-up              | stall                |
| black             | -necked (u.m.)      | wind               | bristle                 | stay                 |
| breaker           | pin                 | breaker            | cone (u.m.)             | stove                |
| -bred (u.m.)      | shot                | -down              | -pointed (u.m.)         | tooth                |
| -dry (u.m.)       | sprit               | -off               | broad                   | wagon                |
| -eater            | stave               | -up                | acre                    | wash                 |
| -hard (u.m.)      | string              | breast             | ax                      | bucket-shaped (u.m.) |
| head              | wow                 | band               | band (radio) (n., u.m.) | buff                 |
| lace              | box                 | beam               | -beamed (u.m.)          | -tipped (u.m.)       |
| meal              | car                 | bone               | brim                    | -yellow (u.m.)       |
| set               | haul                | -deep (u.m.)       | cast                    | bug                  |
| shaker            | head (printing)     | -fed (u.m.)        | cloth                   | bear                 |
| -white (u.m.)     | truck               | -high (u.m.)       | head                    | bite                 |
| boobytrap         | boxer               | hook               | leaf (n.)               | -eyed (u.m.)         |
| boogie-woogie     | -off                | mark               | -leaved (u.m.)          | buildup (n., u.m.)   |
| book              | -up                 | pin                | loom                    | built                |
| binder            | brachio (c.f.)      | plate              | minded                  | -in (u.m.)           |
| case              | <i>all one word</i> | plow               | -mouthed (u.m.)         | -up (u.m.)           |
| dealer            | brachy (c.f.)       | rail               | share (n., v.)          | bulb-tee (u.m.)      |
| fair              | <i>all one word</i> | rope               | sheet (n.)              | bulbo (c.f.)         |
| -fed (u.m.)       | brain               | breath             | side                    | <i>all one word</i>  |
| fold              | cap                 | -blown (u.m.)      | sword                   | bulk                 |
| -learned (u.m.)   | child               | -tainted (u.m.)    | wife                    | head                 |
| -lined (u.m.)     | -cracked (u.m.)     | taking             | woven                   | -pile (v.)           |
| list              | fag                 | breech             | broken                  | weigh (v.)           |
| lore              | pan                 | block              | -down (u.m.)            | bull                 |
| lover             | sick                | cloth              | -legged (u.m.)          | baiting              |
| mark              | -spun (u.m.)        | loader             | -mouthed (u.m.)         | dog                  |
| mobile            | storm               | -loading (u.m.)    | bromo (c.f.)            | doze                 |
| plate             | -tired (u.m.)       | lock               | <i>all one word</i>     | -faced (u.m.)        |
| rack              | wash                | pin                | bronchio (c.f.)         | fight                |
| rest              | brake               | plug               | <i>all one word</i>     | frog                 |
| sale              | drum                | sight              | broncho (c.f.)          | head                 |
| seller            | head                | breeze             | <i>all one word</i>     | -mouthed (u.m.)      |
| shelf             | meter               | -borne (u.m.)      | brincobuster            | neck                 |
| stack             | shoe                | -lifted (u.m.)     | bronze                  | nose                 |
| stall             | brandnew (u.m.)     | -swept (u.m.)      | -clad (u.m.)            | pen                  |
| stamp             | brandy              | bribe              | -covered (u.m.)         | ring                 |
| stand             | -burnt (u.m.)       | -free (u.m.)       | -red (u.m.)             | toad                 |
| stitch            | wine                | giver              | broom                   | -voiced (u.m.)       |
| -stitching (u.m.) | brass               | taker              | -leaved (u.m.)          | whack                |
| -taught (u.m.)    | -armed (u.m.)       | bric-a-brac        | -making (u.m.)          | whip                 |
| wright            | -bold (u.m.)        | brick              | brother                 | bullethead           |
| boom              | -smith              | bat                | -german                 | bull's               |
| -ended (u.m.)     | works               | -built (u.m.)      | hood                    | -eye (nonliteral)    |
| town              | brave               | -colored (u.m.)    | -in-law                 | -foot                |
| truck             | -looking (u.m.)     | kiln               | brow                    | bumble               |
| boondoggling      | -minded (u.m.)      | layer              | beat                    | bee                  |
| boot              | brazen              | liner              | point                   | foot                 |
| black             | -browed (u.m.)      | mason              | post                    | kite                 |
| hose              | face                | -red (u.m.)        |                         |                      |
| jack              | bread               | setter             |                         |                      |
| lace              | basket              |                    |                         |                      |

|                    |                   |                  |                |                        |
|--------------------|-------------------|------------------|----------------|------------------------|
| bung               | fare              | busy             | fingers        | hold                   |
| hole               | #girl             | body             | head           | hole                   |
| start              | bush              | -fingered (u.m.) | milk           | hook                   |
| burn               | beater            | head             | mouth          | mold                   |
| -in (n., u.m.)     | buck              | butt             | nut            | buzzerphone            |
| out (n., u.m.)     | fighter           | -joint (v.)      | print          | by                     |
| up (n., u.m.)      | -grown (u.m.)     | saw              | -rigged (u.m.) | -and-by                |
| burned-over (u.m.) | hammer            | stock            | scotch         | -by                    |
| burner-off         | -headed (u.m.)    | strap            | -smooth (u.m.) | -the-way (n., u.m.)    |
| burnt              | -leaguer          | -weld (v.)       | wife           | -your-leave (n., u.m.) |
| -out (u.m.)        | ranger            | butter           | -yellow (u.m.) | rest one word          |
| -up (u.m.)         | whacker           | ball             | button         |                        |
| bus                | wife              | -colored (u.m.)  | -eared (u.m.)  |                        |
| driver             | bustup (n., u.m.) | fat              | -headed (u.m.) |                        |

C

|                     |                      |                      |                        |                      |
|---------------------|----------------------|----------------------|------------------------|----------------------|
| C                   | wright               | -smooth (u.m.)       | gut                    | centri (c.f.)        |
| -sharp              | candystick           | -sweeping (u.m.)     | head                   | <i>all one word</i>  |
| -star               | cane                 | weaver               | hole                   | centro (c.f.)        |
| -tube               | -backed (u.m.)       | -weaving (u.m.)      | -ion                   | <i>all one word</i>  |
| cab                 | brake                | web                  | nap                    | cephalo (c.f.)       |
| driver              | crusher              | woven                | nip                    | <i>all one word</i>  |
| fare                | cutter               | carpo (c.f.)         | -o'-nine-tails         | cerato (c.f.)        |
| #owner              | canker               | -olecranal           | stitch                 | <i>all one word</i>  |
| stand               | -eaten (u.m.)        | <i>rest one word</i> | walk                   | cerebro (c.f.)       |
| cabbagehead         | -mouthed (u.m.)      | carriage-making      | catch                  | -ocular              |
| cable-laid (u.m.)   | cannonball           | (u.m.)               | all (n., u.m.)         | <i>rest one word</i> |
| caco (c.f.)         | canvas-covered       | carrot               | -as-catch-can          | cervico (c.f.)       |
| <i>all one word</i> | (u.m.)               | -colored (u.m.)      | (u.m.)                 | -occipital           |
| cage #bird          | cap                  | head                 | cry                    | -orbicular           |
| cake                | -flash (v.)          | (nonliteral)         | penny                  | <i>rest one word</i> |
| baker               | nut                  | juice                | plate                  | cess                 |
| bread               | screw                | top (nonliteral)     | up (n., u.m.)          | pipe                 |
| -eater              | sheaf                | carry                | weight                 | pit                  |
| mixer               | shore                | all (n., u.m.)       | word                   | pool                 |
| -mixing (u.m.)      | car                  | around (n., u.m.)    | cater                  | chaffcutter          |
| pan                 | barn                 | back (n., u.m.)      | corner                 | chain                |
| walk                | break                | forward (n.)         | howling                | -driven (u.m.)       |
| calci (c.f.)        | builder              | -in (n., u.m.)       | cat's                  | stitch               |
| <i>all one word</i> | fare                 | out (n., u.m.)       | -eye (nonliteral)      | chair                |
| calc-weld (v.)      | goose                | cart                 | -paw (nonliteral)      | fast                 |
| call                | hop                  | wheel (coin)         | cattle                 | mender               |
| back (n., u.m.)     | lot                  | whip                 | #boat                  | person               |
| down (n., u.m.)     | -mile                | wright               | feed                   | -shaped (u.m.)       |
| -in (n., u.m.)      | pool                 | case                 | -raising (u.m.)        | warmer               |
| note                | port                 | bearer               | yak                    | chalk                |
| -off (n., u.m.)     | sick                 | finding              | cauliflower            | cutter               |
| out (n., u.m.)      | wash                 | hammer               | -eared (u.m.)          | -white (u.m.)        |
| -over (n., u.m.)    | carbo (c.f.)         | harden               | #ware                  | chapfallen           |
| up (n., u.m.)       | <i>all one word</i>  | lot                  | cave                   | chapelgoing          |
| camshaft            | carboid (c.f.)       | mated                | dweller                | char                 |
| camel               | <i>all one word</i>  | case-in              | -dwelling (u.m.)       | broiler              |
| back (rubber)       | carcino (c.f.)       | cash-flow            | #fish                  | coal                 |
| -backed (u.m.)      | <i>all one word</i>  | cast                 | -in (n., u.m.)         | pit                  |
| driver              | card                 | away (n., u.m.)      | cease-fire (n., u.m.)  | charge               |
| -faced (u.m.)       | case                 | back (n., u.m.)      | cedar-colored          | #book                |
| camel's-hair (u.m.) | -index (u.m., v.)    | -by (u.m.)           | (u.m.)                 | off (n., u.m.)       |
| camp                | player               | off (n., u.m.)       | celi (c.f.)            | out (n., u.m.)       |
| fire                | sharp                | out (n., u.m.)       | <i>all one word</i>    | chattermark          |
| ground              | stock                | -ridden (u.m.)       | celio (c.f.)           | cheapakate           |
| stool               | cardio (c.f.)        | -weld (v.)           | <i>all one word</i>    | check                |
| can                 | -aortic              | caster               | cement                 | bite                 |
| capper              | <i>rest one word</i> | -off                 | -covered (u.m.)        | book                 |
| not                 | care                 | -out                 | mason                  | -in (n., u.m.)       |
| canalside           | free                 | castlebuilder        | -temper (v.)           | list                 |
| candle              | -laden (u.m.)        | (nonliteral)         | census-taking          | mark                 |
| bomb                | taker                | cat                  | (u.m.)                 | nut                  |
| -foot               | -tired (u.m.)        | back                 | center                 | off (n., u.m.)       |
| -hour               | worn                 | beam                 | #field (sports)        | out (n., u.m.)       |
| lighter             | carpet               | block                | head (printing)        | passer (n.)          |
| lit                 | bagger               | call                 | most                   | point                |
| -meter              | beater               | -eyed (u.m.)         | -second                | rack                 |
| -shaped (u.m.)      | -cleaning (u.m.)     | face (n.)            | centi (c.f.)           | rail                 |
| stand               | -covered (u.m.)      | fall                 | <i>all one word</i>    | rein                 |
| stick               | fitter               | footed               | centimeter-gram-second | ring                 |
| wick                | layer                |                      |                        | roll                 |
|                     |                      |                      |                        | rope                 |



|                       |                       |                             |                      |                      |
|-----------------------|-----------------------|-----------------------------|----------------------|----------------------|
| row                   | chiro (c.f.)          | scape                       | down (n.)            | cock                 |
| sheet                 | <i>all one word</i>   | clam                        | -fertilize (v.)      | bill                 |
| strap                 | chisel                | bake                        | fisted               | brain                |
| string                | -cut (u.m.)           | shell                       | handed               | crow                 |
| up (n., u.m.)         | -edged (u.m.)         | clampdown (n., u.m.)        | -knit                | eye                  |
| washer                | #maker                | clap                        | minded               | fight                |
| weigher               | chitchat              | net                         | mouthed              | head                 |
| checker               | chitter-chatter       | trap                        | out (n., u.m.)       | pit                  |
| -in                   | chloro (c.f.)         | clasphook                   | up (n., u.m.)        | spur                 |
| -off                  | <i>all one word</i>   | class-conscious (u.m.)      | closed               | sure                 |
| -out                  | chock                 | claw                        | -circuit (u.m.)      | -tailed (u.m.)       |
| -up                   | ablock                | bar                         | #shop                | up (n., u.m.)        |
| cheek                 | -full (u.m.)          | -footed (u.m.)              | cloth-backed (u.m.)  | cockleshell          |
| bone                  | chocolate             | hammer                      | clothes              | cockscorn            |
| strap                 | -brown (u.m.)         | hatchet                     | bag                  | cod                  |
| cheerleader           | -coated (u.m.)        | -tailed (u.m.)              | basket               | bank                 |
| cheese                | #maker                | clay                        | brush                | fishing              |
| burger                | choir #master         | bore                        | horse                | head                 |
| cake                  | choke                 | -colored (u.m.)             | pin                  | pitchings            |
| cloth                 | bore                  | pan                         | press                | smack                |
| curd                  | damp                  | pit                         | rack                 | coffee               |
| cutter                | out (n., u.m.)        | works                       | cloud                | break                |
| head                  | point                 | clean                       | base                 | cake                 |
| lip                   | strap                 | -cut (u.m.)                 | burst                | -colored (u.m.)      |
| parer                 | chole (c.f.)          | handed                      | cap                  | -growing (u.m.)      |
| plate                 | <i>all one word</i>   | out (n., u.m.)              | -hidden (u.m.)       | pot                  |
| chemico (c.f.)        | chondro (c.f.)        | -shaved (u.m.)              | clover               | cofferdam            |
| <i>all one word</i>   | -osseous              | -smelling (u.m.)            | bloom                | coffin-headed (u.m.) |
| chemo (c.f.)          | <i>rest one word</i>  | up (n., u.m.)               | leaf                 | cogwheel             |
| <i>all one word</i>   | chop                  | clear                       | seed                 | coin-operated (u.m.) |
| cherry                | -chop                 | cole                        | sick                 | cold                 |
| -colored (u.m.)       | stick                 | -cut (u.m.)                 | club                 | blooded              |
| stone                 | chowchow              | cut (forestry) (n., v.)     | foot                 | -chisel (v.)         |
| (nonliteral)          | Christ                | -eyed (u.m.)                | hand                 | cuts                 |
| #stone (literal)      | -given (u.m.)         | -sighted (u.m.)             | haul                 | -draw (v.)           |
| chestnut              | -inspired (u.m.)      | up (n., u.m.)               | mobile               | finch                |
| -colored (u.m.)       | chromo (c.f.)         | wing                        | ridden               | -flow (v.)           |
| -red (u.m.)           | <i>all one word</i>   | cleft                       | root                 | -forge (v.)          |
| chicken               | chrona (c.f.)         | -footed (u.m.)              | -shaped (u.m.)       | frame                |
| bill                  | <i>all one word</i>   | -graft (v.)                 | co (pref.)           | -hammer (v.)         |
| -billed (u.m.)        | chuck                 | cliff                       | -op                  | -hammered (u.m.)     |
| #breast               | hole                  | dweller                     | exist, operate, etc. | pack                 |
| breasted              | plate                 | -dwelling (u.m.)            | <i>rest one word</i> | -press (v.)          |
| feed                  | wagon                 | hanger                      | coach                | -roll (v.)           |
| heart                 | chucklehead           | side                        | -and-four            | -rolled (u.m.)       |
| pox                   | chunkhead             | top                         | builder              | -short (u.m.)        |
| #yard                 | churchgoer            | -worn (u.m.)                | whip                 | -shortness           |
| chief                 | churn                 | climbspa                    | coal                 | -shoulder (v.)       |
| #justice              | -butted (u.m.)        | clinch-built (u.m.)         | bag                  | type (printing)      |
| -justiceship          | milk                  | clink-clank                 | bed                  | -work (v.)           |
| #mate                 | cigar                 | clinker-built (u.m.)        | bin                  | cole                 |
| child                 | case                  | clip                        | -black (u.m.)        | seed                 |
| bearing               | cutter                | -clap                       | breaker              | slaw                 |
| bed                   | -shaped (u.m.)        | -edged (u.m.)               | dealer               | coli (c.f.)          |
| birth                 | cigarette             | sheet                       | digger               | <i>all one word</i>  |
| crowding              | #holder               | clipper-built (u.m.)        | -faced (u.m.)        | collar               |
| hood                  | #maker                | cloak-and-dagger (n., u.m.) | hole                 | bag                  |
| kind                  | -making (u.m.)        | clock                       | -laden (u.m.)        | band                 |
| life                  | cine (c.f.)           | case                        | #loader              | bone                 |
| -minded (u.m.)        | <i>all one word</i>   | face                        | pit                  | colo (c.f.)          |
| ridden                | circum (pref.)        | -minded (u.m.)              | rake                 | <i>all one word</i>  |
| wife                  | arctic, pacific, etc. | setter                      | sack (astron. only)  | color                |
| chill-cast (u.m., v.) | -Saturnal, etc.       | watcher                     | shed                 | bearer               |
| chin                  | <i>rest one word</i>  | clod                        | ship                 | blind                |
| band                  | cirro (c.f.)          | head                        | coastside            | #blindness           |
| -bearded (u.m.)       | <i>all one word</i>   | hopping                     | coat                 | fast                 |
| -chin                 | cis (pref.)           | pate                        | hanger               | -free (u.m.)         |
| cloth                 | alpine                | close                       | rack                 | #line                |
| cough                 | -atlantic             | bred                        | tailed               | type (printing) (n.) |
| -high (u.m.)          | -trans (u.m.)         | -connected (u.m.)           | cob                  | -washed (u.m.)       |
| rest                  | <i>rest one word</i>  | cross                       | head                 | comb-toothed (u.m.)  |
| strap                 | city                  | -cut (u.m.)                 | meal                 |                      |
| china                 | -born (u.m.)          |                             | shed                 |                      |
| -blue (u.m.)          | -bred (u.m.)          |                             | web                  |                      |
| #shop                 | folk                  |                             |                      |                      |
| Chinatown             | #man                  |                             |                      |                      |
| chipmunk              |                       |                             |                      |                      |

|                      |                      |                      |                     |                      |
|----------------------|----------------------|----------------------|---------------------|----------------------|
| come                 | huak                 | crack                | brush (v.)          | tree                 |
| -along (tool)        | loft                 | down (n., u.m.)      | -carve (v.)         | under (n., u.m.)     |
| back (n., u.m.)      | meal                 | jaw                  | -channel (u.m.)     | -vote                |
| -between (n.)        | stalk                | pot                  | -check              | walk                 |
| down (n.)            | starch               | -the-whip (n., u.m.) | -claim              | web                  |
| -off (n., u.m.)      | corner               | up (n., u.m.)        | -compound (v.)      | wind                 |
| -on (n., u.m.)       | bind                 | cradle               | -connect (v.)       | word                 |
| -out (n.)            | post                 | side                 | -country (u.m.)     | crow                 |
| -outer               | corpsemember         | song                 | -cultivate (v.)     | bait                 |
| uppance              | costo (c.f.)         | cranio (c.f.)        | current             | bar                  |
| comic # book         | <i>all one word</i>  | <i>all one word</i>  | -curve (math.) (n.) | foot                 |
| commander # in       | cotton               | crank                | cut                 | crow's               |
| # chief              | -clad (u.m.)         | case                 | -date (v.)          | -foot (nonliteral)   |
| common               | -covered (u.m.)      | -driven (u.m.)       | -drain (v.)         | -nest (nonliteral)   |
| place                | -growing (u.m.)      | pin                  | -dye (v.)           | crownbar             |
| # sense (n.)         | # mill               | pit                  | -dyeing (n.)        | crybaby              |
| sense (u.m.)         | mouth (snake)        | shaft                | -examine (v.)       | crypto (c.f.)        |
| weal                 | packer               | crapehanger          | -eye (n., u.m.)     | -Christian, etc.     |
| wealth               | seed                 | crashdive (v.)       | -eyed (u.m.)        | <i>rest one word</i> |
| companionship        | sick                 | crawlup (n., u.m.)   | fall                | crystal              |
| cone                 | countdown (n., u.m.) | crazy                | feed                | -clear (u.m.)        |
| -shaped (u.m.)       | counter              | bone                 | -fertile (u.m.)     | -girded (u.m.)       |
| speaker              | # check (banking)    | cat                  | -fertilize (v.)     | -smooth (u.m.)       |
| conference # room    | # septum             | cream                | -fiber (u.m.)       | cubbyhole            |
| Congressman # at     | -off                 | cake                 | file                | cumulo (c.f.)        |
| # Large              | act,                 | -colored (u.m.)      | fire                | <i>all one word</i>  |
| contra (pref.)       | propaganda,          | creditworthiness     | flow                | cup                  |
| -acting              | etc.                 | creek                | foot                | bearer               |
| -approach            | <i>as combining</i>  | bed                  | -grained (u.m.)     | cake                 |
| -ion                 | <i>form, one</i>     | side                 | hair                | ful                  |
| <i>rest one word</i> | <i>word</i>          | creep                | hand                | head                 |
| cook                 | country              | hole                 | hatch               | curb                 |
| off (n., u.m.)       | -born (u.m.)         | mouse                | haul                | side                 |
| out (n., u.m.)       | -bred (u.m.)         | crepe # de # chine   | head                | stoner               |
| shack                | folk                 | crestfallen          | -immunity           | cure-all (n., u.m.)  |
| stove                | people               | crew                 | -index (u.m.)       | curly                |
| cooped               | side                 | cut                  | -interrogate (v.)   | head                 |
| -in (u.m.)           | court                | member               | -interrogatory      | locks (n.)           |
| -up (u.m.)           | bred                 | cribstrap            | -invite (v.)        | currycomb            |
| cop                  | -martial             | crime                | legged              | cussword             |
| # out (v.)           | ship                 | fighter              | legs                | custom               |
| out (n.)             | cousin               | wave                 | -level (v.)         | -built (u.m.)        |
| copper               | -german              | criscross            | -license (v.)       | -made (u.m.)         |
| -bottomed (u.m.)     | hood                 | crook                | lift (v.)           | -tailored (u.m.)     |
| -colored (u.m.)      | -in-law              | <i>all one word</i>  | lock                | cut                  |
| head                 | cover                | crooked              | lots                | away (n., u.m.)      |
| -headed (u.m.)       | alls                 | -foot (n.)           | mark                | back (n., u.m.)      |
| nose                 | let                  | -legged (u.m.)       | member              | glass                |
| plate                | side                 | -nosed (u.m.)        | patch               | -in (n., u.m.)       |
| -plated (u.m.)       | up (n., u.m.)        | -toothed (u.m.)      | path                | off (n., u.m.)       |
| works                | cow                  | crop                 | plow (v.)           | out (n., u.m.)       |
| copy                 | barn                 | -bound (u.m.)        | -pollinate (v.)     | rate (u.m.)          |
| cat                  | bell                 | -haired (u.m.)       | -purpose (n.)       | throat               |
| cutter               | catcher              | head                 | -question           | -toothed (u.m.)      |
| desk                 | -eyed (u.m.)         | -year                | rail                | -under (u.m.)        |
| fitter               | gate                 | cross                | -reaction           | -up (n., u.m.)       |
| holding              | hand                 | -appeal              | -refer (v.)         | cutter               |
| reader               | herd                 | arm                  | -reference          | -built (u.m.)        |
| right                | hide                 | band                 | road                | -down                |
| coral                | hitch                | bar                  | row                 | head                 |
| -beaded (u.m.)       | lick                 | beam                 | -service            | -off                 |
| -red (u.m.)          | path                 | bearer               | -shaft              | -out                 |
| cork                 | pen                  | bedded               | -slide              | -rigged (u.m.)       |
| -lined (u.m.)        | pox                  | belt                 | -staff              | -up                  |
| screw                | puncher              | bench                | -sterile            | cuttlebone           |
| corn                 | shed                 | -bidding             | -stitch             | cyano (c.f.)         |
| bin                  | sucker               | bill (bird)          | -stone              | <i>all one word</i>  |
| bread                | crab                 | # bill (legal)       | -stratification     | cyclecar             |
| cake                 | cake                 | bind                 | -sue (v.)           | cyclo (c.f.)         |
| cob                  | catcher              | bolt                 | -surge (v.)         | -olefin              |
| cracker              | eater                | bond                 | talk                | <i>rest one word</i> |
| crib                 | faced                | bones                | tie                 | cysto (c.f.)         |
| crusher              | hole                 | breed                | town                | <i>all one word</i>  |
| cutter               | meat                 | -bridge (v.)         | track               | cyto (c.f.)          |
| dodger               | stick                |                      | trail               | <i>all one word</i>  |
| -fed (u.m.)          |                      |                      |                     |                      |

## D

|                        |                      |                         |                     |                      |
|------------------------|----------------------|-------------------------|---------------------|----------------------|
| <b>D</b>               |                      |                         |                     |                      |
| -day                   | -heavy (u.m.)        | drop                    | dis (pref.)         | jamb                 |
| -major                 | latch                | fall                    | <i>all one word</i> | knob                 |
| -plus-4-day            | #load                | -fed (u.m.)             | dish                | mat                  |
| dairy                  | lock                 | -laden (u.m.)           | cloth               | nail                 |
| -fed (u.m.)            | melt                 | lap                     | pan                 | plate                |
| -made (u.m.)           | pan                  | point                   | rack                | post                 |
| damp                   | pay                  | dextro (c.f.)           | rag                 | -shaped (u.m.)       |
| proofing               | -roast (v.)          | <i>all one word</i>     | washer              | sill                 |
| -stained (u.m.)        | weight (n., u.m.)    | di (pref.)              | wiper               | step                 |
| damping-off (n., u.m.) | deaf                 | <i>all one word</i>     | disk                | stop                 |
| dancehall              | -mute                | dia (pref.)             | jockey              | dope                 |
| danger #line           | -muteness            | <i>all one word</i>     | pack                | passer               |
| dare                   | death                | diamond                 | plow                | pusher               |
| -all (n., u.m.)        | bed                  | -backed (u.m.)          | -shaped (u.m.)      | sheet                |
| devil                  | blow                 | -shaped (u.m.)          | ditch               | dorsi (c.f.)         |
| say                    | day                  | diazo (c.f.)            | bank                | <i>all one word</i>  |
| dark                   | -divided (u.m.)      | -oxide                  | digger              | dorso (c.f.)         |
| -eyed (u.m.)           | -doom (v.)           | <i>rest one word</i>    | rider               | -occipital           |
| horse                  | #house               | dice                    | side                | <i>rest one word</i> |
| (nonliteral)           | -struck (u.m.)       | cup                     | dittograph          | double               |
| -skinned (u.m.)        | trap                 | play                    | dive-bomb (v.)      | -barrel (n., u.m.)   |
| dash                   | watch                | die                     | do                  | -barreled (u.m.)     |
| plate                  | -weary (u.m.)        | -away (u.m.)            | -all (n., u.m.)     | -bitt (v.)           |
| wheel                  | deckhand             | back                    | -gooder             | -breasted (u.m.)     |
| data                   | deep                 | case                    | -little (n., u.m.)  | -charge (v.)         |
| #bank                  | -affected (u.m.)     | -cast (u.m., v.)        | -nothing (n., u.m.) | check (n., v.)       |
| #base                  | -cut (u.m.)          | caster                  | dock                | checked (u.m., v.)   |
| date                   | -felt (u.m.)         | -cut (u.m., v.)         | hand                | -chinned (u.m.)      |
| lined                  | -freeze (u.m., v.)   | cutter                  | head                | cross                |
| mark                   | -frying (u.m.)       | hard (n., u.m.)         | side                | (nonliteral)         |
| daughter-in-law        | going                | head                    | dog                 | deal (v.)            |
| dawn                   | -grown (u.m.)        | #proof (philately) (n.) | bite                | -decker              |
| -gray (u.m.)           | -laid (u.m.)         | setter                  | -bitten (u.m.)      | -distilled (u.m.)    |
| streak                 | most                 | sinker                  | breeder             | -duty (u.m.)         |
| day                    | mouthed              | -square (u.m.)          | cart                | -dye (v.)            |
| beam                   | -rooted (u.m.)       | stock                   | catcher             | -edged (u.m.)        |
| bed                    | -seated (u.m.)       | diesel                  | -drawn (u.m.)       | -ender               |
| break                  | -set (u.m.)          | -driven (u.m.)          | -ear (v.)           | -entendre            |
| -bright (u.m.)         | -sunk (u.m.)         | -electric (u.m.)        | -eared (u.m.)       | handed               |
| dawn                   | -voiced (u.m.)       | dillydally              | face (soldier)      | -headed (u.m.)       |
| dream                  | deer                 | dim                     | -faced (u.m.)       | header               |
| -fly (aviation) (v.)   | drive (n.)           | -lighted (u.m.)         | fall                | -jointed             |
| -flying (u.m.)         | -eyed (u.m.)         | lit                     | fight               | -leaded (u.m.)       |
| going                  | food                 | out (n., u.m.)          | food                | -quick (u.m.)        |
| lighted                | herd                 | diner-out               | -headed (u.m.)      | talk                 |
| lit                    | horn                 | ding                    | hole                | tone (printing)      |
| long (u.m.)            | hound                | bat                     | leg                 | tree                 |
| mark                   | meat                 | dong                    | #owner              | -trouble             |
| side                   | stalker              | dining #room            | race                | -up (u.m., v.)       |
| star                   | stand                | dinitro (c.f.)          | shore               | #work                |
| -to-day (u.m.)         | dehydr(o) (c.f.)     | #spray                  | aled                | dough                |
| de (pref.)             | <i>all one word</i>  | <i>rest one word</i>    | -tired (u.m.)       | -colored (u.m.)      |
| -air                   | demi (pref.)         | dip                     | tooth               | face                 |
| icer                   | -Christian, etc.     | -dye (v.)               | -toothed (u.m.)     | -faced (u.m.)        |
| -ion                   | -incognito           | -grained (u.m.)         | trick               | head                 |
| centralize,            | <i>rest one word</i> | head                    | trot                | mixer                |
| energize, etc.         | dermato (c.f.)       | stick                   | watch               | nut                  |
| <i>rest one word</i>   | <i>all one word</i>  | dipper-in               | -weary (u.m.)       | down                 |
| dead                   | desert-bred (u.m.)   | direct                  | doll                | beat                 |
| -alive                 | desk #room           | -connected              | face                | by                   |
| beat (n.)              | dessertspoon         | (u.m.)                  | -faced (u.m.)       | cast                 |
| born                   | deutero (c.f.)       | -indirect               | dollyhead           | check                |
| -burn (v.)             | <i>all one word</i>  | direction-finding       | donkey              | coast                |
| -cold (u.m.)           | devil                | (u.m.)                  | back                | come                 |
| -dip (v.)              | -devil               | dirt                    | -drawn (u.m.)       | -covered (u.m.)      |
| -drunk (u.m.)          | dog (a marine)       | -cheap (u.m.)           | -eared (u.m.)       | crier                |
| -ender                 | -inspired (u.m.)     | fast                    | doomaday            | cry                  |
| eye (n.)               | -ridden (u.m.)       | -incrusted (u.m.)       | door                | curved               |
| -eyed (u.m.)           | dew                  | plate                   | bed                 | cut                  |
| fall                   | beam                 | dirty                   | bell                | dale                 |
| head                   | cap                  | -faced (u.m.)           | case                | draft                |
| -heated (u.m.)         | -clad (u.m.)         | -minded (u.m.)          | check               | drag                 |
| -heater                | claw                 | #work                   | frame               | face                 |
|                        | damp                 |                         | head                | fall                 |
|                        | -drenched (u.m.)     |                         |                     |                      |

|                     |                 |                    |                       |                     |
|---------------------|-----------------|--------------------|-----------------------|---------------------|
| feed                | draft           | net                | head                  | foot (tool)         |
| filled              | age (allowance) | off (n., u.m.)     | -in (n., u.m.)        | -footed (u.m.)      |
| flow                | # age           | out (n., u.m.)     | pipe                  | pin                 |
| fold                | -exempt (u.m.)  | pin                | acrew                 | pond                |
| grade               | drag            | plate              | drop                  | walk                |
| gradient            | bar             | point              | away (n., u.m.)       | due                 |
| growth              | bolt            | sheet              | bolt                  | -in (n., u.m.)      |
| hanging             | net             | span               | -forge (v.)           | out (n., u.m.)      |
| haul                | pipe            | stop               | front                 | duffelbag           |
| hill                | rope            | string             | hammer                | dug                 |
| lead                | saw             | tongs              | head                  | out (n.)            |
| lock (n.)           | staff           | tube               | kick                  | -up (u.m.)          |
| look                | wire            | drawer             | leaf (n., u.m.)       | dull                |
| most                | dragger         | -down              | leg                   | -edged (u.m.)       |
| payment             | -down           | -in                | off (n., u.m.)        | head                |
| pour                | -in             | -off               | out (n., u.m.)        | -looking (u.m.)     |
| rate                | -out            | -out               | sonde                 | -witted (u.m.)      |
| right               | -up             | drawing            | stitch                | dumdum              |
| river               | dragon          | # board            | drug                  | dumb                |
| rush                | -eyed (u.m.)    | # room             | -addicted (u.m.)      | bell                |
| shore               | # piece         | dream              | mixer                 | head                |
| side                | drain           | -haunted (u.m.)    | passer                | waiter              |
| sitting             | cleaner         | lore               | pusher                | dump                |
| slip                | pipe            | world              | seller                | car                 |
| slope               | plug            | dressup (n., u.m.) | drum                  | cart                |
| -soft (u.m.)        | tile            | dressing # room    | beat                  | dunderhead          |
| spout               | draw            | drift              | fire                  | duo (c.f.)          |
| stage               | -arch (n.)      | # boat             | head                  | <i>all one word</i> |
| stairs              | arm             | bolt               | stick                 | dust                |
| state               | back            | meter              | -up (n., u.m.)        | bag                 |
| stream              | bar             | -mining (u.m.)     | dry                   | bin                 |
| street              | beam            | pin                | -burnt (u.m.)         | brush               |
| stroke              | bench           | wind               | clean                 | cloth               |
| sun (adv.,<br>u.m.) | bolt            | drill              | -cure (v.)            | -covered (u.m.)     |
| swing               | bore            | case               | dock                  | fall                |
| take                | bridge          | -like              | -dye (v.)             | -gray (u.m.)        |
| throw               | cut             | stock              | -farm (v.)            | -laden (u.m.)       |
| thrust              | down (n., u.m.) | drip               | farming (n.,<br>u.m.) | pan                 |
| town                | file            | cock               | lot                   | storm               |
| trampling           | gate            | -drip              | -pack (u.m., v.)      | duty-free (u.m.)    |
| trend               | gear            | -dry (u.m., v.)    | -rotted (u.m.)        | dwelling # house    |
| trodden             | glove           | sheet              | -salt (v.)            | dye                 |
| turn                | head            | stick              | wash                  | mixer               |
| valley              | horse           | drive              | duck                  | stuff               |
| weigh               | knife           | away (n., u.m.)    | bill                  | works               |
| weight              | knot            | belt               | -billed (u.m.)        | dys (pref.)         |
| wind                | link            | bolt               | blind                 | <i>all one word</i> |
|                     | loom            | cap                |                       |                     |

## E

|                  |                 |                          |                      |                     |
|------------------|-----------------|--------------------------|----------------------|---------------------|
| ear              | fall            | -spoken (u.m.)           | shell                | en                  |
| ache             | fast            | eavesdrop                | -white (u.m.)        | # banc              |
| cap              | -fed (u.m.)     | ebb tide                 | eight                | # gros              |
| drop             | fill            | edge                     | -angled (u.m.)       | # route             |
| drum             | grubber         | # plane                  | fold                 | encephalo (c.f.)    |
| flap             | # house         | shot                     | penny (nail)         | <i>all one word</i> |
| guard            | kin             | ways                     | -ply (u.m.)          | end                 |
| hole             | lit             | eel                      | score                | -all (n., u.m.)     |
| lap              | mover           | cake                     | -wheeler             | bell                |
| mark             | nut             | catcher                  | elbowchair           | brain               |
| phone            | quake           | fare                     | elder                | gate                |
| -piercing (u.m.) | -shaking (u.m.) | pot                      | # brother            | lap                 |
| plug             | slide           | pout                     | brotherhood          | long                |
| ring             | -stained (u.m.) | spear                    | brotherly            | -match (v.)         |
| screw            | wall            | egg                      | -leaved (u.m.)       | matcher             |
| shot             | east            | beater (all<br>meanings) | electro (c.f.)       | -measure (v.)       |
| sore             | -central (u.m.) | cup                      | -optics              | most                |
| splitting        | going           | eater                    | -osmosis             | -shrink (v.)        |
| tab              | -northeast      | fruit                    | -ultrafiltration     | ways                |
| wax              | -sider          | head                     | <i>rest one word</i> | ender               |
| wig              | -southeast      | (nonliteral)             | embryo (c.f.)        | -on                 |
| witness          | Eastertide      | hot (n.)                 | <i>all one word</i>  | -up                 |
| earth            | easy            | nog                      | empty                | endo (c.f.)         |
| bank             | going           | plant                    | handed               | <i>all one word</i> |
| born             | mark (n.)       | -shaped (u.m.)           | -looking             | engine              |
| -bred (u.m.)     | -rising (u.m.)  |                          | (u.m.)               | # shop              |

|                      |                     |                 |                   |                 |
|----------------------|---------------------|-----------------|-------------------|-----------------|
| -sized (u.m.)        | work                | -eyed (u.m.)    | hazardous         | lid             |
| # worker             | # yard              | -faced (u.m.)   | judicial          | mark            |
| entero (c.f.)        | <i>all one word</i> | -looking (u.m.) | -large (u.m.)     | -minded (u.m.)  |
| entry # book         | envelope            | minded (u.m.)   | -long (u.m.)      | peep            |
| # holder             | # maker             | sayer           | marginal          | pit             |
| epl (pref.)          | <i>all one word</i> | speaker         | mural             | point           |
| equi (c.f.)          | -gram-molar         | wishing         | ordinary          | service         |
| <i>rest one word</i> | ere                 | ex              | polar             | shade           |
| long                 | now                 | # cathedra      | strong (u.m.)     | shield          |
| erythro (c.f.)       | <i>all one word</i> | cathedral       | territorial       | shot            |
| even                 | glow                | communicate     | vascular          | sick            |
| handed               | minded              | Governor        | eye               | sight           |
| -numbered (u.m.)     | song                | # libris        | ball              | sore            |
| -tempered (u.m.)     | doer                | # officio       | bank              | spot            |
|                      |                     | # post # facto  | bar               | -spotted (u.m.) |
|                      |                     | # rights        | blink             | stalk           |
|                      |                     | -serviceman     | -blurred (u.m.)   | strain          |
|                      |                     | -trader         | bolt              | string          |
|                      |                     | extra           | brow              | tooth           |
|                      |                     | -alimentary     | -conscious (u.m.) | wash            |
|                      |                     | -American       | cup               | # weariness     |
|                      |                     | bold            | flap              | wink            |
|                      |                     | -Britannic      | glance            | witness         |
|                      |                     | -condensed      | glass             |                 |
|                      |                     | (u.m.)          | hole              |                 |
|                      |                     | curricular      | lash              |                 |
|                      |                     | -fine (u.m.)    | lens              |                 |

## F

|                      |                  |                          |                       |                      |
|----------------------|------------------|--------------------------|-----------------------|----------------------|
| F                    | -sow (v.)        | people                   | -tongue (v.)          | glass                |
| -flat                | trap             | place                    | weight                | stitch               |
| -horn                | fallow # land    | stead                    | wing (moth)           | Fiberglass           |
| -sharp               | false            | fashion                  | fed-up (u.m.)         | (copyright)          |
| fable                | -bottomed (u.m.) | -led (u.m.)              | feeble                | fibro (c.f.)         |
| # book               | -faced (u.m.)    | # piece (naut.)          | -bodied (u.m.)        | -osteoma             |
| teller               | hood             | -setting (u.m.)          | minded                | <i>rest one word</i> |
| face                 | -tongued (u.m.)  | fast                     | feed                  | fickle minded        |
| about (n., u.m., v.) | fame             | -anchored (u.m.)         | back (n., u.m.)       | (u.m.)               |
| -arbor (v.)          | -crowned (u.m.)  | back                     | bag                   | fiddle               |
| cloth                | -thirsty (u.m.)  | -died (u.m.)             | bin                   | back                 |
| -harden (v.)         | fan              | going                    | crusher               | -faddle              |
| -hardened (u.m.)     | back             | hold                     | cutter                | head                 |
| lifting              | bearer           | -moving (u.m.)           | head                  | -shaped (u.m.)       |
| mark                 | fare             | -read (v.)               | lot                   | stick                |
| -on (n., u.m.)       | fold             | -reading (u.m.)          | mixer                 | string               |
| plate                | foot             | # time (daylight saving) | pipe                  | field                |
| up (n., u.m.)        | -jet             | fat                      | rack                  | ball                 |
| fact                 | -leaved (u.m.)   | back                     | stuff                 | glass                |
| finding              | marker           | -bellied (u.m.)          | feeder                | goal                 |
| sheet                | -shaped (u.m.)   | -free (u.m.)             | -in                   | -strip               |
| fade                 | -tailed (u.m.)   | head                     | -up                   | fierce               |
| away (n., u.m.)      | fancy            | -soluble (u.m.)          | fellow                | -eyed (u.m.)         |
| -in (n., u.m.)       | -free (u.m.)     | father                   | craft                 | -looking (u.m.)      |
| out (n., u.m.)       | -loose (u.m.)    | -confessor               | ship                  | fiery                |
| fail-safe            | -woven (u.m.)    | -in-law                  | <i>rest two words</i> | -flaming (u.m.)      |
| faint                | -wrought (u.m.)  | fault                    | felt                  | -hot (u.m.)          |
| heart                | far              | finder                   | cutter                | -red (u.m.)          |
| -voiced (u.m.)       | -aloft (u.m.)    | slip                     | -lined (u.m.)         | -tempered (u.m.)     |
| fair                 | away (n., u.m.)  | faux # pas               | packer                | fig                  |
| ground               | -borne (u.m.)    | fear                     | fenbank               | bar                  |
| -lead (n., u.m.)     | -distant (u.m.)  | -free (u.m.)             | fencepost             | eater                |
| minded               | -eastern (u.m.)  | nought                   | fern                  | leaf                 |
| play                 | -famed (u.m.)    | -pursued (u.m.)          | -clad (u.m.)          | shell                |
| -skinned (u.m.)      | etched           | -shaken (u.m.)           | leaf                  | figure               |
| fairy                | flung (u.m.)     | feather                  | -leaved (u.m.)        | head                 |
| folk                 | gone             | bed (v.)                 | ferro (c.f.)          | -of-eight (u.m.)     |
| hood                 | -off (u.m.)      | bone                     | -carbon-titanium      | # work (printing)    |
| tail                 | -reaching (u.m.) | brain                    | -uranium              | file                 |
| faithbreaker         | seeing           | edge                     | <i>rest one word</i>  | card                 |
| fall                 | -seen (u.m.)     | -footed (u.m.)           | fever                 | -hard (u.m.)         |
| away (n., u.m.)      | -set (u.m.)      | head                     | less                  | setter               |
| back (n., u.m.)      | sight            | -leaved (u.m.)           | -stricken (u.m.)      | -soft (u.m.)         |
| -in (n., u.m.)       | farm             | stitch                   | trap                  | fill                 |
| out (n., u.m.)       | -bred (u.m.)     | -stitched (u.m.)         | -warm (u.m.)          | -in (n., u.m.)       |
| -plow (v.)           | hand             | -stitching               | fiber                 | out (n., u.m.)       |
|                      | hold             |                          | -faced (u.m.)         | -up (n., u.m.)       |

|                   |                      |                  |                      |                    |
|-------------------|----------------------|------------------|----------------------|--------------------|
| filler            | firm                 | -eared (u.m.)    | lamp                 | -crested (u.m.)    |
| cap               | -footed (u.m.)       | jack             | mat                  | -white (u.m.)      |
| -in               | -set (u.m.)          | flare            | mop                  | fog                |
| -out              | -up (n., u.m.)       | back (n., u.m.)  | space                | born               |
| -up               | first                | out (n., u.m.)   | stain                | bow                |
| film              | -sider               | path             | walker               | dog                |
| cutter            | -born (u.m.)         | up (n., u.m.)    | waxing (u.m.)        | eater              |
| goer              | -class (u.m.)        | flash            | flour                | -hidden (u.m.)     |
| going             | corner               | back (n., u.m.)  | bag                  | horn               |
| slide             | hand (u.m.)          | bulb             | bin                  | -ridden (u.m.)     |
| strip             | -made (u.m.)         | card             | #mill                | fold               |
| -struck (u.m.)    | -named (u.m.)        | cube             | sack                 | -in                |
| fin               | -nighter             | gun              | flow                 | up (n., u.m.)      |
| back              | -rate (u.m.)         | lamp             | chart                | folk               |
| -shaped (u.m.)    | -rater               | pan              | meter                | free (u.m.)        |
| fine              | fish                 | point            | off (n., u.m.)       | lore               |
| -cut (u.m., v.)   | back                 | flat             | sheet                | song               |
| -draw (v.)        | bed                  | back             | through              | follow             |
| -drawn (u.m.)     | -bellied (u.m.)      | (bookbinding)    | flower               | -on                |
| -featured (u.m.)  | bolt                 | bed (printing)   | bed                  | through (n., u.m.) |
| -looking (u.m.)   | bone                 | -bottomed (u.m.) | bud                  | up (n., u.m.)      |
| -set (u.m.)       | bowl                 | car              | -crowned (u.m.)      | follower-up        |
| finger            | cake                 | -compound (v.)   | #grower              | food               |
| breadth           | eater                | fold             | -hung (u.m.)         | packer             |
| -cut (u.m.)       | eye                  | foot (n.)        | -scented (u.m.)      | sick               |
| hold              | -eyed (u.m.)         | hat              | #shop                | stuff              |
| hole              | -fall (u.m.)         | head             | flue-cure (v.)       | foolhardy          |
| hook              | food                 | iron             | fluid                | foolcap            |
| mark              | garth                | nose             | -compressed          | foot               |
| nail              | hook                 | out (n., u.m.)   | (u.m.)               | -and-mouth         |
| parted            | -joint (v.)          | -rolled (u.m.)   | extract (pharm.)     | (u.m.)             |
| post              | kill                 | sawn             | (n.)                 | ball               |
| print             | meal                 | top              | glycerate            | band               |
| shell             | mouth                | -topped (u.m.)   | fluo (c.f.)          | bath               |
| spin              | plate                | woods            | all one word         | blower             |
| stall             | pond                 | flax             | fluoro (c.f.)        | brake              |
| tip               | pool                 | drop             | all one word         | breadth            |
| fire              | pot                  | -leaved (u.m.)   | flush                | bridge             |
| arm               | pound                | -polled (u.m.)   | -cut (u.m.)          | -candle            |
| back (n.)         | trap                 | seed             | -decked (u.m.)       | fall               |
| ball              | weir                 | wife             | -decker              | -free (u.m.)       |
| bell              | works                | flea             | gate                 | gear               |
| bolt              | fisher               | bite             | fluvio (c.f.)        | grain              |
| bomb              | folk                 | -bitten (u.m.)   | all one word         | hill               |
| brand             | people               | fleet            | fly                  | hold               |
| brat              | fishyback (n., u.m.) | foot             | away                 | lambert            |
| break             | fit                  | -footed (u.m.)   | back                 | licker             |
| brick             | out (n.)             | wing             | ball                 | lining             |
| -burnt (u.m.)     | strip                | flesh            | -bitten (u.m.)       | locker             |
| -clad (u.m.)      | five                 | brush            | blow                 | loose              |
| coat              | bar                  | hook             | -blown               | mark               |
| cracker           | fold                 | -pink (u.m.)     | -by-night (n., u.m.) | note               |
| crest             | -ply (u.m.)          | pot              | catcher              | pad                |
| -cure (v.)        | -pointed (u.m.)      | fleur-de-lis     | eater                | path               |
| damp              | -reeler              | flight           | -fish (v.)           | pick               |
| -eater            | score                | crew             | -fisher              | plate              |
| fall              | -shooter             | -hour            | -fisherman           | -pound             |
| fang              | flag                 | path             | #fishing             | -pound-second      |
| fighter           | bearer               | -test (v.)       | flap                 | print              |
| guard             | pole                 | flimflam         | -free (u.m.)         | race               |
| -hardened (u.m.)  | post                 | flip             | leaf                 | rail               |
| hose              | -raising (u.m.)      | -flap            | paper                | rest               |
| lit               | ship                 | -flop            | sheet                | rope               |
| pit               | -signal (v.)         | -up (n., u.m.)   | speck                | scald              |
| place             | staff                | flood            | -specked (u.m.)      | -second            |
| plow              | stick                | cock             | tier                 | slogger            |
| plug              | flame                | flow             | trap                 | sore               |
| -polish (v.)      | -colored (u.m.)      | gate             | weight               | stalk              |
| -red (u.m.)       | -cut (v.)            | lamp             | wheel                | stall              |
| -resistant (u.m.) | out (n.)             | lighting         | winch                | step               |
| safe              | thrower              | mark             | flying               | stick              |
| side              | flannelmouth         | tide             | #boat                | stock              |
| spout             | flap                 | wall             | #fish                | stool              |
| trap              | cake                 | floor            | foam                 | -ton               |
| truck             | doodle               | beam             | bow                  | walk               |
| wall              |                      | cloth            |                      | wall               |
| warden            |                      | head             |                      |                    |

|  |  |   |   |  |
|--|--|---|---|--|
| -weary (u.m.)<br>worn<br>for (pref.)<br><i>all one word</i><br>fore<br>-age<br>-and-aft (n.,<br>u.m.)<br>-and-after (n.)<br>-edge<br>-end<br>-exercise<br><i>rest one word</i><br>forest<br>-clad (u.m.)<br>-covered (u.m.)<br># land<br>side<br>fork<br>head<br>lift<br>-pronged (u.m.)<br>-tailed (u.m.)<br>form<br>fitting<br># work (printing)<br>forth<br>coming<br>right<br>with<br>fortuneteller<br>forty-niner<br>foul<br># line | -looking (u.m.)<br>mouthed<br>-spoken (u.m.)<br>-tongued (u.m.)<br>up (n., u.m.)<br>foundry # proof<br>(printing)<br>fountainhead<br>four<br>-bagger<br>-ball (u.m.)<br>-eyed (u.m.)<br>flusher<br>fold<br>-footed (u.m.)<br>-in-hand (n.,<br>u.m.)<br>-masted (u.m.)<br>-master<br>penny (nail)<br>-ply (u.m.)<br>score<br>some<br>square<br>-wheeler<br>fox<br>-faced (u.m.)<br>hole<br>hound<br>skinned<br>tailed<br>trot<br>fracto (c.f.)<br><i>all one word</i> | frameup (n., u.m.)<br>free<br>booter<br>born<br>drop<br>-for-all (n., u.m.)<br>-grown (u.m.)<br>hand (drawing)<br>handed<br>hold<br>lance<br>loader<br>-minded<br>masonry<br>-spoken (u.m.)<br>standing (u.m.)<br>thinker<br>trader<br>wheel (u.m., v.)<br>wheeler (n.)<br># will (n.)<br>will (u.m.)<br>freeze<br>down (n., u.m.)<br>out (n., u.m.)<br>up (n., u.m.)<br>freight<br># house<br>-mile<br># room<br>french-minded<br>(u.m.)<br>fresh<br>-looking (u.m.) | -painted (u.m.)<br>frog<br>belly<br>eater<br>-eyed (u.m.)<br>face<br>mouth<br>nose<br>pond<br>tongue<br>(medicine)<br>front<br>-end (u.m.)<br>-focused (u.m.)<br>runner<br>stall<br>-wheel (u.m.)<br>fronto (c.f.)<br>-occipital<br>-orbital<br><i>rest one word</i><br>frost<br>bite<br>bow<br>-free (u.m.)<br>-hardy (u.m.)<br>-heaving (u.m.)<br>-killed (u.m.)<br>lamp<br>fruit<br>cake<br># fly<br>growing<br># shop | stalk<br>frying # pan<br>fuel<br># line<br># oil<br>full<br>back<br>-bellied (u.m.)<br>blood<br>-bound (u.m.)<br>face<br>-fashioned (u.m.)<br>-flowering (u.m.)<br>-grown (u.m.)<br>-handed (u.m.)<br>-headed (u.m.)<br>-lined (u.m.)<br># load<br>mouth<br>-strength (u.m.)<br>-time (u.m.)<br>fundraising<br>funlover<br>funnel<br>form<br>-shaped (u.m.)<br>fur<br>-clad (u.m.)<br>coat<br>-lined (u.m.)<br>-trimmed (u.m.)<br>fuseplug |
|--|--|---|---|--|

## G

|   |   |  |   |   |
|---|---|--|---|---|
| G<br>-major<br>-man<br>-minor<br>-sharp<br>gabfest<br>gad<br>about (n., u.m.)<br>fly<br>gaff-topsail<br>gag<br>-check (v.)<br>root<br>gaugepin<br>gain<br>say<br>-sharing (u.m.)<br>galact(o) (c.f.)<br><i>all one word</i><br>gallbladder<br>galley<br># proof (printing)<br>-west (u.m.)<br>galvano (c.f.)<br><i>all one word</i><br>game<br>bag<br>cock<br>gang<br>boss<br>plank<br>saw<br>gapeseed<br>garnet-brown<br>(u.m.)<br>gas<br>bag<br>bomb<br>-driven (u.m.)<br>-fired (u.m.) | firing<br>fitter<br>-heated (u.m.)<br>-laden (u.m.)<br>lamp<br>lighted<br>line (auto)<br># line (people<br>queue)<br>lock<br>meter<br>works<br>gastro (c.f.)<br>-omental<br><i>rest one word</i><br>gate<br>leg (u.m.)<br>pin<br>post<br>tender<br>works<br>gay<br>cat<br>-colored (u.m.)<br># dog<br>-looking (u.m.)<br>gear<br>case<br>-driven (u.m.)<br>fitter<br>-operated (u.m.)<br>set<br>shift<br>wheel<br>gelatin<br>-coated (u.m.)<br>-making (u.m.)<br>gelatino (c.f.)<br>bromide<br>chloride | gem<br>cutter<br>-set (u.m.)<br># stone<br>genito (c.f.)<br><i>all one word</i><br>gentle<br>folk<br>-looking (u.m.)<br>-mannered (u.m.)<br>mouthed<br>-spoken (u.m.)<br>geo (c.f.)<br><i>all one word</i><br>germ-free (u.m.)<br>gerrymander<br>get<br>-at-able<br>away (n., u.m.)<br>off (n., u.m.)<br>-together (n.,<br>u.m.)<br>up (n., u.m.)<br>ghost<br>-haunted (u.m.)<br>write (v.)<br>giddy<br>brain<br>head<br>-paced (u.m.)<br>gilt-edge (u.m.)<br>gin-run (u.m.)<br>ginger<br>bread<br>-colored (u.m.)<br>snap<br>spice<br>give<br>-and-take (n.,<br>u.m.) | away (n., u.m.)<br>glacio (c.f.)<br><i>all one word</i><br>glad<br>-cheered (u.m.)<br>-sad<br>glass<br>blower<br>cutter<br>-eater<br>-eyed (u.m.)<br>-hard (u.m.)<br>works<br>glauco (c.f.)<br><i>all one word</i><br>glidepath<br>globetrotter<br>glosso (c.f.)<br><i>all one word</i><br>glow<br>lamp<br>meter<br>gluc(o) (c.f.)<br><i>all one word</i><br>glue<br>pot<br>stock<br>glycero (c.f.)<br><i>all one word</i><br>glyco (c.f.)<br><i>all one word</i><br>go<br>-ahead (n., u.m.)<br>-around (n.,<br>u.m.)<br>-as-you-please<br>(u.m.)<br>-back (n., u.m.)<br>-between (n.)<br>by (n.) | cart<br>-devil (n.)<br>-getter<br>-getting (n., u.m.)<br>-off (n., u.m.)<br>goalpost<br>goat<br>-bearded (u.m.)<br>-drunk (u.m.)<br>-eyed (u.m.)<br>herd<br>goat's<br>-hair<br>-horn<br>God<br>-conscious (u.m.)<br>-fearing (u.m.)<br>-forsaken (u.m.)<br>-given (u.m.)<br>head<br>-man<br>-ordained (u.m.)<br>-sent (u.m.)<br>-sped (u.m.)<br>speed<br>-taught (u.m.)<br>god<br>child<br>daughter<br>father<br>head<br>hood<br>less<br>mother<br>parent<br>send<br>ship<br>son<br>sonship<br>goggle-eyed (u.m.) |
|---|---|--|---|---|

|                         |                              |                     |                       |                      |
|-------------------------|------------------------------|---------------------|-----------------------|----------------------|
| goings-on               | gospel                       | -covered (u.m.)     | sand (geology)        | gun                  |
| gold                    | like                         | cutter              | sick                  | bearer               |
| beater                  | -true (u.m.)                 | flat                | stuff                 | blast                |
| brick (swindle)         | gourdhead                    | green (u.m.)        | sward                 | builder              |
| *brick (of real gold)   | Government (U.S. or foreign) | hop                 | town (community)      | cotton               |
| -bright (u.m.)          | -in-exile                    | nut                 | *wood (literal)       | crew                 |
| -brown (u.m.)           | -owned (u.m.)                | plot                | wood (forest)         | deck                 |
| digger                  | wide                         | roots               | greyhound             | fight                |
| -filled (u.m.)          | governmentwide               | (nonliteral)        | gridiron              | fire                 |
| foil                    | (State, city, etc.)          | # roots (literal)   | griddlecake           | flint                |
| -inlaid (u.m.)          | grab                         | widow               | grip                  | lock                 |
| leaf                    | -all (n., u.m.)              | grave               | sack                  | paper                |
| plate (v.)              | hook                         | clothes             | wheel                 | pit                  |
| -plated (u.m.)          | rope                         | digger              | gross-minded (u.m.)   | play                 |
| -plating (u.m.)         | grade                        | side                | ground                | point                |
| smithing                | finder                       | stead               | hog                   | powder               |
| -wrought (u.m.)         | mark                         | gravel-blind (u.m.) | mass                  | rack                 |
| golden                  | grain                        | gray                | nut                   | -rivet (v.)          |
| -fingered (u.m.)        | -cut (u.m.)                  | back (n., u.m.)     | path                  | runner               |
| -headed (u.m.)          | -laden (u.m.)                | beard (n.)          | plot                  | shot                 |
| mouthed                 | mark                         | -clad (u.m.)        | -sluicer              | -shy (u.m.)          |
| good                    | sick                         | coat (n.)           | speed                 | sight                |
| bye                     | gram                         | -eyed (u.m.)        | wave                  | stock                |
| -fellowship             | -fast (u.m.)                 | -haired (u.m.)      | *water                | wale                 |
| -for-nothing (n., u.m.) | -meter                       | head                | group-connect (v.)    | gut                  |
| -looker                 | -molecular                   | -headed (u.m.)      | grownup (n., u.m.)    | less                 |
| -looking (u.m.)         | -negative (u.m.)             | out (n., u.m.)      | grubstake             | string               |
| -natured (u.m.)         | -positive (u.m.)             | great               | guard                 | gutter               |
| *will (kindness)        | grand                        | -aunt               | plate                 | blood                |
| will (salable asset)    | aunt                         | coat                | rail                  | -bred (u.m.)         |
| goose                   | child, etc.                  | -eared (u.m.)       | guestchamber          | snipe                |
| bone                    | stand                        | -grandchild, etc.   | guidepost             | spout                |
| -cackle                 | grant-in-aid                 | -headed (u.m.)      | guided-missile (u.m.) | gymno (c.f.)         |
| -eyed (u.m.)            | grape                        | heart               | guyer-in              | <i>all one word</i>  |
| flesh                   | fruit                        | mouthed             | gum                   | <i>all one word</i>  |
| -footed (u.m.)          | juice                        | green               | boil                  | gyro                 |
| herd                    | -leaved (u.m.)               | back (n., u.m.)     | chewer                | *horizon             |
| mouth                   | seed                         | belt                | digger                | *mechanism           |
| neck                    | stalk                        | (community)         | drop                  | *pelorus             |
| pimples                 | vine                         | -clad (u.m.)        | -gum                  | plane, compass, etc. |
| rump                    | graphalloy                   | -eyed (u.m.)        | lac                   |                      |
| step                    | grapho (c.f.)                | gage (plum)         | -saline (n.)          |                      |
| wing                    | <i>all one word</i>          | gill                | shoe                  |                      |
|                         | grass                        | grocer              |                       |                      |
|                         | -clad (u.m.)                 | horn                |                       |                      |
|                         |                              | -leaved (u.m.)      |                       |                      |

## H

|                  |                      |                  |                  |                     |
|------------------|----------------------|------------------|------------------|---------------------|
| H                | stroke (printing)    | -mast            | -hard (u.m.)     | cuff                |
| -bar             | half                 | -miler           | -harden (v.)     | -cut (v.)           |
| -beam            | -and-half (n., u.m.) | -monthly (u.m.)  | -hardened (u.m.) | -embroidered (u.m.) |
| -bomb            | -afraid              | -on (n., u.m.)   | head             | -fed (v.)           |
| -hour            | -alive               | pace             | lock             | fold                |
| -piece           | -angry               | penny            | toe              | grasp               |
| hack             | back (football)      | -ripe            | -weld (v.)       | grenade             |
| barrow           | -backed (u.m.)       | -shy             | -wrought (u.m.)  | grip                |
| hammer           | -baked (u.m.)        | -sole (v.)       | hand             | guard               |
| log              | blood (n.)           | staff            | bag              | gun                 |
| saw              | -bound (u.m.)        | stitch           | ball             | -high (u.m.)        |
| hailstorm        | -bred (u.m.)         | -strength (u.m.) | bank (v.)        | hold                |
| hair             | breed                | title            | barrow           | hole                |
| band             | caste                | tone (printing)  | bill             | -in-hand (u.m.)     |
| breadth          | -clear               | track            | -bound (u.m.)    | kerchief            |
| brush            | cock (v.)            | -true            | bow              | -knit (v.)          |
| -check (n.)      | cocked               | -truth           | brake            | -knitter            |
| cloth            | (nonliteral)         | -weekly (u.m.)   | breadth          | laid                |
| cut (n.)         | -dark                | -witted (u.m.)   | brush            | -letter (v.)        |
| do               | deck                 | -yearly (u.m.)   | -built (u.m.)    | lift (truck)        |
| dresser          | -decked (u.m.)       | hallmark         | car              | liner               |
| -fibred (u.m.)   | -decker              | ham              | -carry (v.)      | made                |
| lock             | -feed (v.)           | shackle          | cart             | -me-down (n., u.m.) |
| pin              | -hourly (u.m.)       | string           | -carve (v.)      | mix (v.)            |
| space (printing) | -life                | hammer           | clap             | mold (v.)           |
| splitting        | *load                | cloth            | clasp            | mower               |
| spring           | -loaded (u.m.)       | dress (v.)       | -clean (v.)      |                     |
| streak           |                      |                  | crank            |                     |



|                  |                     |                     |                     |                      |
|------------------|---------------------|---------------------|---------------------|----------------------|
| off (n., u.m.)   | -working (u.m.)     | ledge               | heavy               | hepta (c.f.)         |
| out (n., u.m.)   | wrought             | lighting            | back                | <i>all one word</i>  |
| pick (v.)        | hare                | liner               | -duty (u.m.)        | here                 |
| post             | brain               | lock                | -eyed (u.m.)        | about                |
| press            | foot                | long                | -footed (u.m.)      | after                |
| print            | hound               | mold                | handed              | at                   |
| rail             | lip                 | most                | -looking (u.m.)     | by                   |
| reading          | -mad (u.m.)         | note                | -set (u.m.)         | from                 |
| saw              | harness-making      | -on (u.m.)          | *water              | in                   |
| scrape (v.)      | (u.m.)              | phone               | weight (n., u.m.)   | inabove              |
| set              | harum-scarum        | plate               | hecto (c.f.)        | inafter              |
| shake            | has-been (n.)       | post                | <i>all one word</i> | inbefore             |
| spade            | hashmark            | quarters            | hedge               | into                 |
| spike            | hat                 | rail                | born                | of                   |
| splice           | band                | reach               | breaker             | on                   |
| split            | brim                | rest                | hog                 | to                   |
| spring           | brush               | ring                | hop                 | tofore               |
| spun             | cleaner             | rope                | pig                 | under                |
| -stamp (v.)      | pin                 | set                 | row                 | unto                 |
| stand            | rack                | shake               | heel                | upon                 |
| stitch           | rail                | sill                | ball                | with                 |
| stroke           | stand               | space               | band                | herringbone          |
| stuff            | hatchet-faced       | spin                | block               | hetero (c.f.)        |
| -tailored (u.m.) | (u.m.)              | spring              | cap                 | -ousia, etc.         |
| tap              | haul                | stall               | fast                | <i>rest one word</i> |
| tool             | about (n., u.m.)    | stand               | grip                | hexa (c.f.)          |
| -tooled (u.m.)   | away (n., u.m.)     | start               | pad                 | <i>all one word</i>  |
| -tooling (u.m.)  | back (n.)           | stick               | path                | hi                   |
| truck            | have-not (n., u.m.) | stock               | plate               | -fi                  |
| weave            | haversack           | stream              | post                | jack                 |
| wheel            | hawk                | strong              | print               | hide                 |
| worked           | bill                | wall                | ring                | -and-see (n.,        |
| woven            | -billed (u.m.)      | waiter              | stay                | u.m.)                |
| write (v.)       | -noed (u.m.)        | wind                | strap               | away (n., u.m.)      |
| written          | hawse               | header-up           | tap                 | out (n., u.m.)       |
| wrought          | hole                | heal-all (n., u.m.) | hello (c.f.)        | high                 |
| handie-talkie    | pipe                | heart               | <i>all one word</i> | ball                 |
| handlebar        | hay                 | ache                | hell                | binder               |
| hang             | band                | aching              | bender              | born                 |
| dog              | cap                 | beat                | bent                | bred                 |
| nail             | cart                | block               | born                | brow                 |
| net              | cock                | blood               | bred                | (nonliteral)         |
| out (n., u.m.)   | fork                | break               | cat                 | -caliber (u.m.)      |
| up (n.)          | lift                | burn                | -dark (u.m.)        | -class (u.m.)        |
| hanger           | loft                | deep                | diver               | flier (n.)           |
| -back            | market              | felt                | dog                 | flying (u.m.)        |
| -on              | mow                 | free (u.m.)         | fire                | -foreheaded          |
| -up              | rack                | grief               | hole                | (u.m.)               |
| happy-go-lucky   | rake                | heavy               | hound               | handed               |
| hara-kiri        | rick                | leaf                | -red (u.m.)         | -hat (v.)            |
| harborside       | -scented (u.m.)     | -leaved (u.m.)      | ship                | jinks                |
| hard             | seed                | nut                 | helpmeet            | lander               |
| -and-fast (u.m.) | stack               | quake               | helter-skelter      | *light (literal)     |
| back (beetle)    | wire                | seed                | hemstitch           | light (nonlit.)      |
| -baked (u.m.)    | hazel               | sick                | hema (c.f.)         | -minded (u.m.)       |
| -bitten (u.m.)   | -eyed (u.m.)        | sore                | <i>all one word</i> | -power (u.m.)        |
| -boiled (u.m.)   | nut                 | string              | hemato (c.f.)       | -pressure            |
| case             | he-man              | struck              | <i>all one word</i> | (u.m., v.)           |
| core             | head                | throb               | hemi (pref.)        | -priced (u.m.)       |
| fist (n.)        | ache                | -throbbing (u.m.)   | <i>all one word</i> | *proof               |
| handed           | achy                | -weary (u.m.)       | hemo (c.f.)         | -reaching (u.m.)     |
| hat (n.)         | band                | hearth              | <i>all one word</i> | -rigger (n.)         |
| head             | bander              | rug                 | hemp                | rise (building)      |
| -hit (u.m.)      | block               | warming             | seed                | road                 |
| -looking (u.m.)  | cap                 | heat                | string              | *seas                |
| mouthed          | chair               | drops               | hen                 | -speed (u.m.)        |
| nose             | cheese              | -resistant (u.m.)   | -bill               | stepper              |
| pan              | chute               | stroke              | coop                | -tension (u.m.)      |
| -pressed (u.m.)  | cloth               | treat (v.)          | -feathered          | -up (u.m.)           |
| -set (u.m.)      | dress               | -treating (u.m.)    | (u.m.)              | *water               |
| ship             | -ender              | heaven              | pecked              | higher-up (n.)       |
| spun             | first               | -inspired (u.m.)    | roost               | hill                 |
| stand            | frame               | -sent (u.m.)        | hence               | billy                |
| tack             | gate                | heaver              | forth               | culture              |
| top (auto)       | gear                | -off                | forward             | (farming)            |
| -won (u.m.)      | hunter              | -out                | hepato (c.f.)       | side                 |
| *work            | lamp                | -over               | <i>all one word</i> | top                  |

|                     |                      |                     |                    |                      |
|---------------------|----------------------|---------------------|--------------------|----------------------|
| hind                | up (n., u.m.)        | moon                | herd               | trailer              |
| brain               | holder               | mouthed             | hide               | wares                |
| cast                | -forth               | pot                 | hoof               | warming              |
| gut (n.)            | -on                  | sucker              | -hour              | wife                 |
| head                | -up                  | sweet               | jockey             | wright               |
| leg                 | hole                 | honor # man         | laugh              | how                  |
| most                | -high (u.m.)         | hood                | meat               | -do-you-do (n.)      |
| quarter             | through              | cap                 | mint               | ever                 |
| saddle              | hollow               | mold                | play               | soever               |
| sight               | back                 | wink                | pond               | hub                  |
| wing                | (bookbinding)        | hoof                | power-hour         | cap                  |
| hip                 | -backed (u.m.)       | beat                | power-year         | -deep (u.m.)         |
| bone                | -eyed (u.m.)         | mark                | pox                | humankind            |
| mold                | faced                | print               | race               | humble               |
| shot                | -ground (u.m.)       | -printed (u.m.)     | #sense (n.)        | bee                  |
| hippo (c.f.)        | holo (c.f.)          | hook                | shoe               | -looking (u.m.)      |
| <i>all one word</i> | <i>all one word</i>  | ladder              | thief              | mouthed              |
| histo (c.f.)        | home                 | nose                | whip               | -spirited (u.m.)     |
| <i>all one word</i> | -baked (u.m.)        | -nosed (u.m.)       | hot                | humdrum              |
| hit                 | body                 | pin                 | bed                | humero (c.f.)        |
| -and-miss (u.m.)    | born                 | up (n., u.m.)       | blood              | -olecranal           |
| -and-run (u.m.)     | bred                 | hooker              | -blooded (u.m.)    | <i>rest one word</i> |
| -or-miss (u.m.)     | brew                 | -off                | brain              | hump                 |
| hitchhiker          | builder              | -on                 | cake               | back                 |
| hoarfrost           | corner               | -out                | -cold              | -shouldered          |
| hoary-haired        | -fed (u.m.)          | -over               | dog                | (u.m.)               |
| (u.m.)              | felt                 | -up                 | foot               | humpty-dumpty        |
| hob                 | folk                 | hoopstick           | head (n.)          | hunchback            |
| goblin              | freeze (u.m., v.)    | hop                 | -mix (u.m.)        | hundred              |
| nail                | front                | about (n., u.m.)    | pack               | fold                 |
| nob                 | furnishings (n.)     | off (n., u.m.)      | patch              | -legged (u.m.)       |
| hobbyhorse          | grown                | scotch              | plate              | -percent             |
| hocus-pocus         | lander               | toad                | -press (v.)        | -pounder             |
| hodgepodge          | life                 | hopper              | rod (nonliteral)   | weight               |
| hog                 | made                 | burn                | -roll (v.)         | hung-up (u.m.)       |
| back                | plate                | dozer               | -rolled (u.m.)     | hunger               |
| -backed (u.m.)      | seeker               | horehound           | spot               | -mad (u.m.)          |
| -faced (u.m.)       | sick                 | hormono (c.f.)      | -work (v.)         | -worn (u.m.)         |
| fat                 | spun                 | <i>all one word</i> | houndshark         | hurly-burly          |
| frame               | stead                | horn                | hourglass          | hush                 |
| hide                | stretch              | bill                | house              | -hush                |
| nose (machine)      | town                 | blende              | breaking           | up (n., u.m.)        |
| -nosed (u.m.)       | woven                | blower              | broken             | hydro (c.f.)         |
| pen                 | homeo (c.f.)         | -eyed (u.m.)        | builder            | electric, plant,     |
| sty                 | <i>all one word</i>  | pipe                | cleaner            | power, etc.          |
| -tie (v.)           | homo                 | stay                | -cleaning (u.m.)   | #station             |
| wash                | #legalis             | tip                 | coat               | <i>rest one word</i> |
| -wild (u.m.)        | #sapiens             | horny-handed        | dress              | hygro (c.f.)         |
| hog's-back (geol.)  | homo (c.f.)          | horse               | father             | <i>all one word</i>  |
| hog's-head          | -ousia, etc.         | back                | furnishing(s) (n.) | hyper (pref.)        |
| hoistaway (n.)      | <i>rest one word</i> | breaker             | guest              | -Dorian, etc.        |
| hold                | honey                | car                 | hold               | <i>rest one word</i> |
| all (n., u.m.)      | -colored (u.m.)      | cloth               | husband            | hypo (c.f.)          |
| back (n., u.m.)     | comb                 | dealer              | mother             | <i>all one word</i>  |
| -clear (n., u.m.)   | dew                  | fair                | parent             | hystero (c.f.)       |
| down (n., u.m.)     | drop                 | fight               | pest               | -oophorectomy        |
| fast (n., u.m.)     | eater                | flesh               | -raising (u.m.)    | -salpingo-oopho-     |
| off (n., u.m.)      | -laden (u.m.)        | hair                | ridden             | rectomy              |
| out (n., u.m.)      | lipped               | head                | top                | <i>rest one word</i> |

I

|              |                 |                      |                   |                  |
|--------------|-----------------|----------------------|-------------------|------------------|
| I            | -cold (u.m.)    | ichthyo (c.f.)       | -being (n.)       | -and-outer       |
| -bar         | -cooled (u.m.)  | <i>all one word</i>  | -born (u.m.)      | -being (u.m.)    |
| -beam        | -covered (u.m.) | ideo (c.f.)          | -bred (u.m.)      | -flight (u.m.)   |
| -iron        | fall            | -unit                | #breeding (n.)    | -house           |
| -rail        | #fishing        | <i>rest one word</i> | -doing (n., u.m.) | -law (n.)        |
| ice          | floe (island)   | idle                 | -fated (u.m.)     | asmuch, sofar    |
| berg         | flow            | headed               | -humored (u.m.)   | #re, #rem,       |
| blind        | (current)       | -looking (u.m.)      | -looking (u.m.)   | #situ, etc.      |
| #blindness   | -free (u.m.)    | -minded (u.m.)       | -treat (v.)       | in (pref.)       |
| blink        | melt            | ileo (c.f.)          | -use (v.)         | active (u.m.)    |
| block        | pack            | <i>all one word</i>  | -wisher           | depth (u.m.)     |
| bone         | plant           | ilio (c.f.)          | -wishing (u.m.)   | hospital (u.m.)  |
| breaker      | plow            | <i>all one word</i>  | in                | migration (u.m.) |
| cap          | quake           | ill                  | -and-in (u.m.)    | service (u.m.),  |
| -clad (u.m.) | #water          | -advised (u.m.)      | -and-out (u.m.)   | etc.             |

|                 |                      |                      |                |                      |
|-----------------|----------------------|----------------------|----------------|----------------------|
| inch            | -esophageal          | # man                | iron           | ironer-up            |
| -deep (u.m.)    | -umbilical           | spring               | back           | island               |
| -long (u.m.)    | <i>rest one word</i> | ino (c.f.)           | -braced (u.m.) | -born (u.m.)         |
| meal            | inguino (c.f.)       | <i>all one word</i>  | clad           | -dotted (u.m.)       |
| -pound          | <i>all one word</i>  | insect-borne         | fisted         | iso (c.f.)           |
| -ton            | ink                  | (u.m.)               | -free (u.m.)   | -octane              |
| index-digest    | -black (u.m.)        | inter (pref.)        | handed         | -oleic               |
| indigo          | mixer                | -American, etc.      | hard           | -osmosis             |
| -blue (u.m.)    | pot                  | <i>rest one word</i> | -lined (u.m.)  | <i>rest one word</i> |
| -carmine (u.m.) | slinger              | intra (pref.)        | mold           | ivory                |
| Indo (c.f.)     | spot                 | -atomic, etc.        | -red (u.m.)    | -tinted (u.m.)       |
| chinese         | -spotted (u.m.)      | <i>rest one word</i> | shod           | type (photog.)       |
| -European, etc. | stain                | intra (pref.)        | shot (mineral) | -white (u.m.)        |
| infra (pref.)   | stand                | <i>all one word</i>  | (u.m.)         | ivy                  |
| -anal           | well                 | Irish                | # shot (golf)  | -clad (u.m.)         |
| -auricular      | inner                | -American (u.m.)     | side           | -covered (u.m.)      |
| -axillary       | -city (u.m.)         | -born (u.m.)         | works          |                      |

## J

|                |                |                   |                |                      |
|----------------|----------------|-------------------|----------------|----------------------|
| J-bolt         | jam            | -built (u.m.)     | jig            | rock                 |
| jack           | nut            | jet               | -a-jig         | jungle               |
| ass            | packed         | black (u.m.)      | back           | -clad (u.m.)         |
| hammer         | jaw            | liner             | -drill (v.)    | -covered (u.m.)      |
| head           | bone           | port              | saw            | side                 |
| -in-the-box    | breaker        | -powered (u.m.)   | job            | junkpile             |
| knife          | foot           | prop              | seeker         | jury                 |
| -of-all-trades | -locked (u.m.) | -propelled (u.m.) | # shop         | # box                |
| -o'-lantern    | twister        | stream            | joggle # piece | -fixing (u.m.)       |
| -plane (v.)    | jay            | wash              | joint # owner  | -rigged (u.m.)       |
| pot            | hawk           | jewel             | joulemeter     | juxta (c.f.)         |
| rabbit         | walk           | -bright (u.m.)    | joy            | -ampullar            |
| screw          | jelly          | -studded (u.m.)   | hop            | -articular           |
| shaft          | bean           | jew's-harp        | killer         | <i>rest one word</i> |
| snipe          | roll           | jib               | ride           |                      |
| stay           | jerry          | head              | stick          |                      |
| straw          | -build (v.)    | -o-jib            | jump           |                      |
| tar            | builder        | stay              | off (n., u.m.) |                      |

## K

|                     |                      |                     |                  |                     |
|---------------------|----------------------|---------------------|------------------|---------------------|
| K                   | stop                 | king                | strap            | knocker             |
| -ration             | word                 | bolt                | knick            | -off                |
| -term               | kick                 | head                | knack            | -up                 |
| keel                | about (n., u.m.)     | hood                | point            | knot                |
| block               | back (n., u.m.)      | hunter              | knight           | hole                |
| fat                 | -in (n., u.m.)       | pin                 | -errant          | horn                |
| haul                | off (n., u.m.)       | kins                | head             | know                |
| -laying (u.m.)      | out (n., u.m.)       | folk                | hood             | -all (n., u.m.)     |
| # line              | up (n., u.m.)        | people              | knitback         | -how (n., u.m.)     |
| keepsake            | killjoy              | kins-off (n., u.m.) | knob             | -it-all (n., u.m.)  |
| kerato (c.f.)       | kiln                 | kite                | kerrie           | -little (n., u.m.)  |
| <i>all one word</i> | -dry (u.m., v.)      | flier               | stick            | -nothing (n., u.m.) |
| kettle              | eye                  | fly                 | knock            | knuckle             |
| drum                | hole                 | knapack             | about (n., u.m.) | bone                |
| stitch              | rib                  | knee                | away (n., u.m.)  | -deep (u.m.)        |
| key                 | stick                | -braced (u.m.)      | down (n., u.m.)  | -knee (n.)          |
| bolt                | tree                 | brush               | -kneed (u.m.)    | -kneed (u.m.)       |
| hole                | kilo (pref.)         | cap                 | off (n., u.m.)   | Ku # Klux # Klan    |
| lock                | gram-meter           | -deep (u.m.)        | -on (n., u.m.)   |                     |
| note                | voltampere           | high (u.m.)         | out (n., u.m.)   |                     |
| punch               | watthour             | hole                | up (n., u.m.)    |                     |
| ring                | <i>rest one word</i> | pad                 |                  |                     |
| seat                | kindheart            | pan                 |                  |                     |

## L

|                     |                |        |               |         |
|---------------------|----------------|--------|---------------|---------|
| L                   | lace           | lady   | shore         | hole    |
| -bar                | -edged (u.m.)  | beetle | side          | -hour   |
| -beam               | # edging       | finger | lameduck      | # house |
| -block              | wing (insect)  | killer | (nonliteral)  | lighter |
| -shaped             | -winged (u.m.) | ship   | (n., u.m.)    | lit     |
| -square             | worked         | lake   | lamp          | post    |
| labio (c.f.)        | lackluster     | bed    | black         | shade   |
| <i>all one word</i> | ladder-backed  | front  | -blown (u.m.) | stand   |
| laborsaving         | (u.m.)         | lander | -foot         | wick    |

|                     |                  |                     |                      |                     |
|---------------------|------------------|---------------------|----------------------|---------------------|
| land                | law              | most                | lily                 | log                 |
| #base               | -abiding (u.m.)  | -sided (u.m.)       | handed               | jam                 |
| -based (u.m.)       | breaker          | wing (political)    | -shaped (u.m.)       | roll                |
| #bird               | -fettered (u.m.) | leg                 | -white (u.m.)        | sheet               |
| fall                | giver            | band                | lime                 | loggerhead          |
| fast                | suit             | puller              | juice                | logo (c.f.)         |
| fill                | lawnmower        | rope (v.)           | kiln                 | <i>all one word</i> |
| flood               | lay              | lend-lease          | lighter              | long                |
| form                | away (n., u.m.)  | lepto (c.f.)        | pit                  | -awaited (u.m.)     |
| grabber             | back (n., u.m.)  | <i>all one word</i> | quat                 | beard (n.)          |
| -grant (u.m.)       | -by (n.)         | let                 | wash                 | -bearded (u.m.)     |
| holding             | down (n., u.m.)  | down (n., u.m.)     | linch                | -billed (u.m.)      |
| lady                | -minded (u.m.)   | off (n., u.m.)      | bolt                 | bow                 |
| locked              | off (n., u.m.)   | up (n., u.m.)       | pin                  | cloth               |
| look                | on (n., u.m.)    | letter              | line                 | -distance (u.m.)    |
| lord                | out (n., u.m.)   | drop                | -bred (u.m.)         | -drawn (u.m.)       |
| lubber              | up (n., u.m.)    | gram                | -breed (v.)          | felt                |
| mark                | layer            | head                | casting              | hair (n.)           |
| mass                | -on              | -perfect (u.m.)     | crew                 | -haired (u.m.)      |
| mine                | -out             | press               | cut (printing)       | hand (nonlit.)      |
| -poor (u.m.)        | -over            | space               | finder               | -handed (u.m.)      |
| right               | -up              | leuco (c.f.)        | up (n., u.m.)        | -handled (u.m.)     |
| scape               | lazy             | <i>all one word</i> | walker               | head (n.)           |
| sick                | bones            | liberal-minded      | link                 | horn (cattle)       |
| side                | boots            | (u.m.)              | up (n., u.m.)        | -horned (u.m.)      |
| slide               | legs             | lieutenant          | #up (v.)             | leaf                |
| slip                | lead             | #colonel            | lion                 | -leaved (u.m.)      |
| spout               | -alpha           | -colonelcy          | -bold (u.m.)         | -legged (u.m.)      |
| storm               | -burn (v.)       | #governor           | -headed (u.m.)       | legs (n.)           |
| wash                | -filled (u.m.)   | -governorship       | -maned (u.m.)        | -lived (u.m.)       |
| wire                | -gray (u.m.)     | life                | lip                  | mouthed             |
| wrack               | -in (n., u.m.)   | belt                | read                 | -necked (u.m.)      |
| lantern-jawed       | line             | blood               | service              | nose (n.)           |
| (u.m.)              | #line (medical,  | drop                | stick                | -nosed (u.m.)       |
| lap                 | naut. only)      | float               | listener-in          | -past (u.m.)        |
| belt                | off (n., u.m.)   | giver               | litho (c.f.)         | play (records)      |
| -lap                | out (n., u.m.)   | guard               | -offset              | playing (u.m.)      |
| robe                | leaden           | hold                | <i>rest one word</i> | run (u.m.)          |
| streak              | -eyed (u.m.)     | jacket              | little               | spun                |
| weld (v.)           | pated            | long                | -known (u.m.)        | standing (u.m.)     |
| -welded (u.m.)      | -souled (u.m.)   | raft                | neck (clam)          | stitch              |
| -welding (u.m.)     | leader # line    | ring                | -used (u.m.)         | wave (radio)        |
| large               | leaf             | saver               | live                 | ways                |
| -eyed               | bud              | -size (u.m.)        | #load                | wool (sheep)        |
| -handed (u.m.)      | -clad (u.m.)     | -sized (u.m.)       | long                 | look                |
| -minded (u.m.)      | -eating (u.m.)   | span                | stock                | down (n., u.m.)     |
| mouthed             | -red (u.m.)      | spring              | #wire                | -in (n., u.m.)      |
| -scale (u.m.)       | -shaped (u.m.)   | stream              | wire                 | out (n., u.m.)      |
| lark                | stalk            | style               | (nonliteral)         | through (n.,        |
| -colored (u.m.)     | lean             | tide                | liver                | u.m.)               |
| spur                | -faced (u.m.)    | vest                | -brown (u.m.)        | looker-on           |
| laryngo (c.f.)      | -looking (u.m.)  | weary (u.m.)        | -colored (u.m.)      | loop                |
| <i>all one word</i> | -to (n., u.m.)   | lift-off (n., u.m.) | wurst                | hole                |
| last                | leapfrog         | light               | living # room        | stitch              |
| -born (u.m.)        | lease            | -armed (u.m.)       | loadmeter            | loose               |
| -cited (u.m.)       | back (n., u.m.)  | -clad (u.m.)        | loanword             | leaf (u.m.)         |
| -ditcher            | hold             | -colored (u.m.)     | lob                  | mouthed             |
| -named (u.m.)       | leather          | -drab (u.m.)        | fig                  | -tongued (u.m.)     |
| latch               | back             | -draft (u.m.)       | lolly                | lop                 |
| bolt                | -backed (u.m.)   | face (printing)     | lobster-tailed       | -eared (u.m.)       |
| key                 | -bound (u.m.)    | -footed (u.m.)      | (u.m.)               | sided               |
| string              | -brown (u.m.)    | handed              | lock                 | loud                |
| late                | -covered (u.m.)  | house # keeping     | fast                 | mouthed             |
| -born (u.m.)        | head             | (nautical)          | hole                 | speaker (radio)     |
| comer               | neck             | #housekeeping       | jaw                  | -voiced (u.m.)      |
| -lamented (u.m.)    | side             | (domestic)          | nut                  | love                |
| -maturing (u.m.)    | leavetaking      | mouthed             | out (n., u.m.)       | born                |
| latero (c.f.)       | lee-bow (v.)     | -producing (u.m.)   | pin                  | -inspired (u.m.)    |
| <i>all one word</i> | leech            | ship                | ring                 | lorn                |
| lath-backed         | eater            | -struck (u.m.)      | step                 | seat                |
| (u.m.)              | #rope            | weight (n., u.m.)   | stitch               | sick                |
| lathe-bore (v.)     | left             | -year               | up (n., u.m.)        | low                 |
| latter              | -bank (v.)       | lighter-than-air    | washer               | born                |
| -day (u.m.)         | #field (sports)  | (u.m.)              | locker # room        | bred                |
| most                | -hand (u.m.)     | like                | lode                 | brow (nonlit.)      |
| laughingstock       | -handed (u.m.)   | -looking (u.m.)     | star                 | browed              |
| laundry # room      | -hander          | -minded (u.m.)      | stuff                | (nonliteral)        |

|                 |                 |          |               |                     |
|-----------------|-----------------|----------|---------------|---------------------|
| -built (u.m.)   | -power (u.m.)   | most     | lumber        | lumen-hour          |
| down (n., u.m.) | -pressure       | lug      | jack          | lung                |
| -downer         | (u.m.)          | bolt     | # room        | -grown (u.m.)       |
| -lander         | # water         | mark     | lumbo (c.f.)  | motor               |
| -lived (u.m.)   | lower           | sail     | -ovarian      | lying-in (n., u.m.) |
| -lying (u.m.)   | case (printing) | lukewarm | rest one word |                     |

## M

|                      |                     |                     |                      |                      |
|----------------------|---------------------|---------------------|----------------------|----------------------|
| M-day                | mal (c.f.)          | mass                | melon                | splitter             |
| macebearer           | <i>all one word</i> | -minded (u.m.)      | -laden (u.m.)        | weight               |
| machine              | man                 | -produce (v.)       | -shaped (u.m.)       | midi (n.)            |
| -finished (u.m.)     | back                | mast                | melt                 | midi (pref.)         |
| gun                  | -child              | -brown (u.m.)       | down (n., u.m.)      | <i>all one word</i>  |
| -hour                | -created (u.m.)     | head                | water                | mighty-handed        |
| -made (u.m.)         | -day                | master              | men                  | (u.m.)               |
| # shop               | eater               | # at # arms         | folk                 | mil-foot             |
| # work               | -fashion (u.m.)     | mind                | kind                 | mild                 |
| macro (c.f.)         | -grown (u.m.)       | # of # ceremonies   | meningo (c.f.)       | -cured (u.m.)        |
| <i>all one word</i>  | handle              | ship                | <i>all one word</i>  | -spoken (u.m.)       |
| mad                  | hater               | # workman           | merry                | mile                 |
| brain                | -high (u.m.)        | mat-covered (u.m.)  | -go-round            | -long (u.m.)         |
| cap                  | hole                | match               | meeting              | -ohm                 |
| made                 | hood                | head                | -minded (u.m.)       | post                 |
| -over (u.m.)         | -hour               | -lined (u.m.)       | meshbag              | -pound               |
| -up (u.m.)           | killer              | mark                | meso (c.f.)          | -ton                 |
| magnetite            | kind                | safe                | <i>all one word</i>  | -wide (u.m.)         |
| -basalt              | made (u.m.)         | stick               | mess                 | milk                 |
| -olivinite           | -minute             | maxi (n.)           | hall                 | -fed (u.m.)          |
| -spinellite          | -of-war (ship)      | maxi (pref.)        | kit                  | head                 |
| magneto (c.f.)       | rope                | <i>all one word</i> | tin                  | shake                |
| -optics              | servant             | May                 | -up (n., u.m.)       | shed                 |
| <i>rest one word</i> | -size (u.m.)        | # Day               | meta (pref.)         | sick                 |
| mahjong              | slaughter           | -day (u.m.)         | <i>all one word</i>  | sop                  |
| maid                 | slayer              | pole                | metal                | -white (u.m.)        |
| # of # honor         | stealer             | tide                | ammonium             | mill                 |
| servant              | stopper             | may                 | -clad (u.m.)         | cake                 |
| maiden               | trap                | be (adv.)           | -coated (u.m.)       | course               |
| hair                 | -woman              | beetle              | -lined (u.m.)        | dam                  |
| head                 | manic-depressive    | day (distress call) | works                | feed                 |
| hood                 | manifold            | hap                 | meter                | hand                 |
| mail                 | mantel              | mealmouth           | -amperes             | -headed (u.m.)       |
| bag                  | shelf               | mean                | gram                 | pond                 |
| clad                 | tree                | -acting (u.m.)      | -kilogram            | post                 |
| clerk                | many                | -spirited (u.m.)    | -kilogram-second     | race                 |
| guard                | -colored (u.m.)     | time                | -millimeter          | ring                 |
| -order (u.m.)        | -folded (u.m.)      | (meanwhile)         | metro (c.f.)         | stock                |
| pouch                | plies               | # time              | <i>all one word</i>  | stream               |
| truck                | -sided (u.m.)       | (astronomical)      | mezzo                | wright               |
| main                 | map                 | tone (u.m.)         | graph                | milli (c.f.)         |
| frame                | reader              | while               | relievo              | gram-hour            |
| mast                 | tack                | meat                | soprano              | <i>rest one word</i> |
| pin                  | marble              | ball                | tint                 | mincemeat            |
| sail                 | head                | cutter              | micro (c.f.)         | mind                 |
| sheet                | -looking (u.m.)     | -eater              | -organism            | -healing (u.m.)      |
| spring               | -topped (u.m.)      | -fed (u.m.)         | <i>rest one word</i> | reader               |
| stay                 | -white (u.m.)       | hook                | mid (c.f.)           | set (n.)             |
| stream               | mare's              | -hungry (u.m.)      | -American, etc.      | sight                |
| (nonliteral)         | -nest               | packer              | -April               | mine                 |
| top                  | -tail               | works               | day                  | layer                |
| topmost              | mark                | wrapper             | -decade              | ship                 |
| # yard               | down (n., u.m.)     | mechanico (c.f.)    | -dish                | sweeper              |
| major                | off (n., u.m.)      | <i>all one word</i> | -ice                 | thrower              |
| -domo                | shot                | medico (c.f.)       | -1958                | works                |
| -leaguer             | up (n., u.m.)       | <i>all one word</i> | -Pacific, etc.       | mini (n.)            |
| -minor               | marker              | medio (c.f.)        | -Victorian, etc.     | mini (pref.)         |
| make                 | -down               | <i>all one word</i> | <i>rest one word</i> | <i>all one word</i>  |
| -believe (n., u.m.)  | -off                | medium              | middle               | minor-leaguer        |
| fast (n.)            | -up                 | -brown (u.m.)       | -aged (u.m.)         | minute # book        |
| ready (printing)     | marketplace         | -size(d) (u.m.)     | breaker              | mirror               |
| shift                | marrowbone          | weight (n., u.m.)   | brow (nonlit.)       | -faced (u.m.)        |
| up (n., u.m.)        | marrow              | meek                | -burst (v.)          | scope                |
| weight               | buck                | -eyed (u.m.)        | buster               | mis (pref.)          |
| maker                | mallow              | -spirited (u.m.)    | most                 | <i>all one word</i>  |
| -off                 | (confection)        | meetingplace        | -of-the-roader       | mist                 |
| -up                  | # mallow (plant)    | megalo (c.f.)       | -sized (u.m.)        | bow                  |
| making # up          |                     | <i>all one word</i> |                      | -clad (u.m.)         |

|                 |                      |                     |                     |                     |
|-----------------|----------------------|---------------------|---------------------|---------------------|
| -covered (u.m.) | pot                  | struck              | cade                | flow                |
| fall            | shine                | tide                | car                 | guard               |
| miter           | mono (c.f.)          | walker              | coach               | head                |
| #box            | -ideistic            | -white (u.m.)       | cycle               | hole                |
| -lock (v.)      | -iodo                | moosecall           | -driven (u.m.)      | lark                |
| mix             | -iodohydrin          | mop                 | drome               | sill                |
| blood           | -ion                 | head                | jet                 | alinger             |
| up (n.)         | -ousian              | stick               | -minded (u.m.)      | -splashed (u.m.)    |
| mixing # room   | <i>rest one word</i> | up (n., u.m.)       | ship                | stain               |
| mizzenmast      | month                | mopper-up           | truck               | sucker              |
| mock            | end                  | mopping-up (u.m.)   | van                 | track               |
| -heroic (u.m.)  | long (u.m.)          | morningtide         | moundbuilder        | muddlehead          |
| up (n., u.m.)   | moon                 | mosquito            | mountain            | mule                |
| mocked-up       | beam                 | #boat               | -high (u.m.)        | back                |
| mocking         | bill                 | -free (u.m.)        | side                | skinner             |
| stock           | blind                | moss                | -walled (u.m.)      | multi (c.f.)        |
| -up (u.m.)      | #blindness           | back                | mouse               | <i>all one word</i> |
| mold            | blink                | -clad (u.m.)        | -brown (u.m.)       | multiple-purpose    |
| made (u.m.)     | born                 | -green (u.m.)       | -eared (u.m.)       | (u.m.)              |
| #shop           | -bright (u.m.)       | -grown (u.m.)       | -eaten (u.m.)       | music               |
| mole            | calf                 | head                | hole                | lover               |
| catcher         | down                 | -lined (u.m.)       | trap                | -mad (u.m.)         |
| -eyed (u.m.)    | eye                  | most-favored-       | mouth               | musico (c.f.)       |
| head            | face                 | nation (u.m.)       | -filling (u.m.)     | <i>all one word</i> |
| heap            | gazing               | moth                | -made (u.m.)        | musk                |
| hill            | glow                 | ball                | wash                | melon               |
| money           | head                 | -eaten (u.m.)       | muck                | rat                 |
| bag             | lighter              | hole                | rake (v.)           | mutton              |
| changer         | lit                  | mother              | sweat               | #chop (meat)        |
| getter          | -mad (u.m.)          | hood                | muco (c.f.)         | chop (shape)        |
| grubber         | path                 | -in-law             | <i>all one word</i> | fist                |
| lender          | rise                 | -of-pearl           | mud                 | head                |
| -mad (u.m.)     | sail                 | moto (c.f.)         | bank                | myria (c.f.)        |
| saver           | set                  | <i>all one word</i> | bath                | <i>all one word</i> |
| monkey          | shade                | motor               | cap                 | mytho (c.f.)        |
| -faced (u.m.)   | shine                | bike                | -colored (u.m.)     | <i>all one word</i> |
| nut             | shot                 | bus                 | flat                | myxo (c.f.)         |
| pod             | sick                 | cab                 |                     | <i>all one word</i> |

.N

|                      |                      |                     |                 |                      |
|----------------------|----------------------|---------------------|-----------------|----------------------|
| nail                 | neck                 | braider             | reader          | nimble               |
| bin                  | band                 | -veined (u.m.)      | reel            | -fingered (u.m.)     |
| brush                | bone                 | nettle              | sheet           | footed               |
| head                 | -breaking-           | fire                | stand           | nimbostratus         |
| -headed (u.m.)       | (u.m.)               | foot                | story           | (clouds)             |
| print                | cloth                | some                | teller          | nine                 |
| puller               | -deep (u.m.)         | neuro (c.f.)        | nick            | fold                 |
| rod                  | fast                 | <i>all one word</i> | -eared (u.m.)   | holes                |
| -shaped (u.m.)       | guard                | never               | name            | -lived (u.m.)        |
| -studded (u.m.)      | -high (u.m.)         | -ending (u.m.)      | nickel          | penny (nail)         |
| name                 | hole                 | more                | plate (v.)      | pin                  |
| -calling (u.m.)      | lace                 | theless             | -plated (u.m.)  | score                |
| -dropping (u.m.)     | mold                 | new                 | -plating (u.m.) | nitro (c.f.)         |
| plate                | tie                  | born                | type            | -hydro-carbon        |
| sake                 | necro (c.f.)         | -car (u.m.)         | night           | <i>rest one word</i> |
| narco (c.f.)         | <i>all one word</i>  | comer               | -black (u.m.)   | no                   |
| <i>all one word</i>  | needle               | -created (u.m.)     | cap             | -account (n.,        |
| narrow               | bill                 | fangled             | -clad (u.m.)    | u.m.)                |
| heartedness          | case                 | -fashioned (u.m.)   | clothes         | -fault               |
| -mouthed (u.m.)      | -made (u.m.)         | -front (v.)         | club            | -good (n., u.m.)     |
| minded               | point                | -made (u.m.)        | dress           | -hitter (n.)         |
| naso (c.f.)          | -shaped (u.m.)       | -mown (u.m.)        | fall            | how                  |
| -occipital           | -sharp (u.m.)        | -rich (u.m.)        | -fly (aviation) | #man's land          |
| -orbital             | worked               | newlywed            | (v.)            | -par (u.m.)          |
| <i>rest one word</i> | ne'er-do-well        | news                | -flying (u.m.)  | -par-value (u.m.)    |
| native-born          | neo (c.f.)           | case                | gown            | -show (n., u.m.)     |
| (u.m.)               | -Greek, etc.         | cast                | -grown (u.m.)   | -thoroughfare        |
| navy-blue (u.m.)     | <i>rest one word</i> | clip                | hawk            | (n.)                 |
| near                 | nephro (c.f.)        | dealer              | long (u.m.)     | whit                 |
| -acquainted          | <i>all one word</i>  | -greedy (u.m.)      | mare            | noble                |
| (u.m.)               | nerve                | letter              | shade           | -born (u.m.)         |
| -bordering (u.m.)    | ache                 | paper               | shirt           | -featured (u.m.)     |
| by                   | -celled (u.m.)       | paper # work        | side            | heartedness          |
| -miss                | -racked (u.m.)       | paper # worker      | tide            | -looking (u.m.)      |
| sighted              | net                  | photo               | -veiled (u.m.)  | -minded (u.m.)       |
| neat's-foot (u.m.)   | ball                 | print               | walker          | nol-pros (v.)        |

|                          |                    |                 |                  |                |
|--------------------------|--------------------|-----------------|------------------|----------------|
| non                      | noon               | nose            | ring             | nut            |
| -civil-service<br>(u.m.) | day                | bag             | -thumbing (u.m.) | breaker        |
| -European, etc.          | tide               | bleed           | up (n., u.m.)    | -brown (u.m.)  |
| -pros (v.)               | north              | bone            | wheel            | cake           |
| #sequitur, etc.          | -central<br>(u.m.) | dive            | notehead         | cracker        |
| -tumor-bearing<br>(u.m.) | east               | down (n., u.m.) | notwithstanding  | hatch          |
| as prefix, one<br>word   | going              | gay             | novel            | hook           |
| none                     | most               | guard           | -reading (u.m.)  | pecker         |
| such                     | -northeast         | -high (u.m.)    | #writer          | pick           |
| theless                  | -sider             | hole            | -writing (u.m.)  | -shaped (u.m.) |
|                          |                    | -led (u.m.)     | nucleo (c.f.)    | shell          |
|                          |                    | pipe            | all one word     | sweet          |

## O

|                       |                    |                                   |                        |                                   |
|-----------------------|--------------------|-----------------------------------|------------------------|-----------------------------------|
| oak                   | -lying (u.m.)      | -growing (u.m.)                   | -two-three             | outer                             |
| -beamed (u.m.)        | peak               | -looking (u.m.)                   | -way (u.m.)            | -city (u.m.)                      |
| -clad (u.m.)          | print              | #maid                             | onion peel             | #man                              |
| -green (u.m.)         | put                | -maidish (u.m.)                   | open                   | most                              |
| -leaved (u.m.)        | -reckoning (n.)    | #man                              | -air (u.m.)            | outward                           |
| oar                   | saddle             | -new                              | -armed (u.m.)          | -bound (u.m.)                     |
| -footed (u.m.)        | scape              | style (printing)                  | -back (u.m.)           | -boulder                          |
| lock                  | scour              | timer                             | -backed (u.m.)         | ovate                             |
| oat                   | scum               | #woman                            | band (yarn)            | -acuminate<br>(u.m.)              |
| bin                   | -season            | -young                            | cast                   | -oblong (u.m.)                    |
| cake                  | set                | oleo                              | cut (mining)           | ovato (c.f.)                      |
| -fed (u.m.)           | shoot              | #butter                           | -faced (u.m.)          | -oblong                           |
| meal                  | shore              | #gear                             | handed                 | -orbicular                        |
| seed                  | side               | #oil                              | #house                 | rest one word                     |
| oathbreaker           | -orts (n.)         | #strut                            | minded                 | oven                              |
| oblong                | spring             | as combining<br>form, one<br>word | mouthed                | baked                             |
| -elliptic (u.m.)      | stage              | olive                             | #shop                  | dried                             |
| -leaved (u.m.)        | street             | -brown (u.m.)                     | side (u.m.)            | peel                              |
| -linear (u.m.)        | take               | -clad (u.m.)                      | -sided (u.m.)          | over                              |
| -ovate (u.m.)         | -the-record (u.m.) | -drab (u.m.)                      | worked                 | age (surplus)                     |
| -shaped (u.m.)        | type               | -growing (u.m.)                   | opera                  | age (older) (n.,<br>u.m.)         |
| -triangular<br>(u.m.) | -wheeler (n.)      | -skinned (u.m.)                   | goer                   | all (all<br>meanings)             |
| occipito (c.f.)       | -white (u.m.)      | wood                              | going                  | -the-counter<br>(u.m.)            |
| -otic                 | office             | #wood (color)                     | #house                 | as combining<br>form, one<br>word |
| rest one word         | #boy               | omni (c.f.)                       | ophthalmo (c.f.)       | owl-eyed (u.m.)                   |
| ocean                 | seeker             | -ignorant                         | all one word           | ox                                |
| -born (u.m.)          | -seeking (u.m.)    | rest one word                     | orange                 | biter                             |
| -girdled (u.m.)       | oftentimes         | on                                | ade                    | blood (color)                     |
| going                 | ofttimes           | -and-off (n., u.m.)               | colored (u.m.)         | bow                               |
| side                  | ohm                | -go (n.)                          | peel                   | brake                             |
| -spanning (u.m.)      | -ammeter           | going                             | -red (u.m.)            | cart                              |
| octo (c.f.)           | meter              | noun, adjective,<br>one word      | stick                  | cheek                             |
| all one word          | -mile              | once                              | orchard #house         | eye                               |
| odd                   | oil                | -over (n.)                        | orderly #room          | -eyed (u.m.)                      |
| -jobber               | cake               | -run (u.m.)                       | organo (c.f.)          | gall                              |
| -job man              | can                | one                               | all one word           | harrow                            |
| -looking (u.m.)       | cloth              | -acter                            | ornitho (c.f.)         | hide                              |
| -numbered (u.m.)      | coat               | -armed (u.m.)                     | all one word           | horn                              |
| off                   | cup                | -decker                           | orrisroot              | shoe                              |
| -and on (u.m.)        | driven (u.m.)      | -eyed (u.m.)                      | ortho (c.f.)           | oxy (c.f.)                        |
| beat                  | -fed (u.m.)        | fold                              | all one word           | all one word                      |
| cast                  | -forming (u.m.)    | -half                             | osteo (c.f.)           | oyster                            |
| center (u.m.)         | -harden (v.)       | -handed (u.m.)                    | all one word           | bed                               |
| color (u.m.)          | hole               | ness                              | oto (c.f.)             | root                              |
| -colored (u.m.)       | meal               | -piece (u.m.)                     | all one word           | seed                              |
| cut (printing)        | paper              | self                              | out                    | shell                             |
| day                   | proofing           | -sided (u.m.)                     | -and-out (u.m.)        | -white (u.m.)                     |
| -fall (v.)            | seed               | -sidedness                        | -and-outer (n.)        |                                   |
| -flavor (n., u.m.)    | -soaked (u.m.)     | signed (u.m.)                     | -loud (u.m.)           |                                   |
| -flow                 | spill              | -step (dance)                     | -Machiavelli, etc.     |                                   |
| -go (n.)              | stove              | -striper                          | migration              |                                   |
| going                 | -temper (v.)       | time (formerly)                   | -of-date (u.m.)        |                                   |
| grade                 | tightness          | (u.m.)                            | -of-door(s) (u.m.)     |                                   |
| hand                  | old                | -time (one<br>action) (u.m.)      | -of-State (u.m.)       |                                   |
| -hours                | -fashioned (u.m.)  |                                   | -of-the-way<br>(u.m.)  |                                   |
| loading               | -foggy (u.m.)      |                                   | -to-out (u.m.)         |                                   |
| look                  |                    |                                   | as prefix, one<br>word |                                   |

P

|                        |                      |                    |                     |                 |
|------------------------|----------------------|--------------------|---------------------|-----------------|
| pace-setting<br>(u.m.) | papier # mache       | breaker            | pest                | -eyed           |
| pachy (c.f.)           | para (c.f. or pref.) | -loving (u.m.)     | hole                | marker          |
| all one word           | -aminobenzoic        | peach              | -ridden (u.m.)      | pan             |
| pack                   | -analgesia           | bloom              | petcock             | plant           |
| builder                | -anesthesia          | blow (color)       | peternet            | -stuffed (u.m.) |
| cloth                  | # red                | -colored (u.m.)    | petro (c.f.)        | piece           |
| horse                  | rest one word        | pear-shaped        | -occipital          | -dye (v.)       |
| -laden (u.m.)          | parcel-plate (v.)    | (u.m.)             | rest one word       | meal            |
| sack                   | parchment            | pearl              | pharmaco (c.f.)     | mold            |
| saddle                 | -covered (u.m.)      | -eyed (u.m.)       | -oryctology         | piezo (c.f.)    |
| staff                  | # maker              | fishing            | rest one word       | -ocillator      |
| thread                 | -making (u.m.)       | -pure (u.m.)       | pharyngo (c.f.)     | rest one word   |
| up (n., u.m.)          | parieto (c.f.)       | -set (u.m.)        | -esophageal         | pig             |
| packing # box          | -occipital           | -studded (u.m.)    | -oral               | -back (v.)      |
| pad                    | rest one word        | -white (u.m.)      | rest one word       | -backed (u.m.)  |
| cloth                  | parimutuel           | peat               | phase               | -bellied (u.m.) |
| lock                   | part                 | -roofed (u.m.)     | meter               | belly           |
| tree                   | -finished (u.m.)     | stack              | out (n., u.m.)      | -eyed (u.m.)    |
| paddlefoot             | # owner              | pebble             | -wound (u.m.)       | face            |
| page                   | -time (u.m.)         | -paved (u.m.)      | pheno (c.f.)        | -faced (u.m.)   |
| -for-page (u.m.)       | -timer (n.)          | -strewn (u.m.)     | all one word        | foot            |
| # proof (printing)     | # way                | peeloff (n., u.m.) | philo (c.f.)        | -footed (u.m.)  |
| painkiller             | parti (c.f.)         | peep               | -French, etc.       | headed          |
| painstaking            | all one word         | eye                | rest one word       | herd            |
| paint                  | party # line         | hole               | phlebo (c.f.)       | out             |
| brush                  | parvi (c.f.)         | show               | all one word        | pen             |
| mixer                  | all one word         | sight              | phono (c.f.)        | root            |
| pot                    | pass                 | pegleg             | all one word        | stick           |
| stained (u.m.)         | back (n.)            | pellmell           | phospho (c.f.)      | sty             |
| pale                   | key                  | pen                | all one word        | tailed          |
| belly                  | out (n., u.m.)       | -cancel (v.)       | photo (c.f.)        | wash            |
| -blue (u.m.)           | port                 | head               | -offset             | pigeon          |
| buck                   | through              | knife              | -oxidation          | gram            |
| -cheeked (u.m.)        | word                 | manSHIP            | -oxidative          | hole            |
| face (n.)              | passenger-mile       | point              | rest one word       | -toed (u.m.)    |
| -faced (u.m.)          | passer(s)-by         | pusher             | phreno (c.f.)       | wing            |
| -looking (u.m.)        | passion              | rack               | all one word        | piggyback       |
| -reddish (u.m.)        | -driven (u.m.)       | script-            | phrase mark         | pike            |
| paleo (c.f.)           | -feeding (u.m.)      | -shaped (u.m.)     | (music)             | -eyed (u.m.)    |
| -Christian, etc.       | -filled (u.m.)       | stock              | phyllo (c.f.)       | staff           |
| rest one word          | paste                | trough             | all one word        | pile            |
| pellbearer             | down (n., u.m.)      | pencil             | phylo (c.f.)        | driver          |
| palm                   | pot                  | # box              | all one word        | -driving (u.m.) |
| -green (u.m.)          | up (n., u.m.)        | -mark (v.)         | physico (c.f.)      | hammer          |
| -shaded (u.m.)         | patent-in-fee        | penny              | all one word        | up (n., u.m.)   |
| palmi (c.f.)           | path                 | -a-liner           | physio (c.f.)       | woven           |
| all one word           | breaker              | pincher            | all one word        | pill            |
| pan                    | finder               | weight             | phyto (c.f.)        | pusher          |
| -American, etc.        | patho (c.f.)         | winkle             | all one word        | rolling         |
| -broil (v.)            | all one word         | worth              | piano               | taker           |
| # ice                  | patri (c.f.)         | pent-up (u.m.)     | forte               | pillow          |
| rest one word          | all one word         | penta (c.f.)       | graph               | case            |
| Pan                    | pattycake            | -acetate           | player              | made            |
| # American             | pawnbroker           | rest one word      | pick                | slip            |
| Union                  | pay                  | peptalk            | aback               | pilot           |
| (official name)        | back (n., u.m.)      | pepper             | ax                  | # boat          |
| hellenic               | check                | corn               | lock                | # light         |
| panel-lined            | day                  | mint               | -me-up (n., u.m.)   | pin             |
| (u.m.)                 | dirt                 | pot                | off (n., u.m.)      | ball            |
| panic-stricken         | off (n., u.m.)       | -red (u.m.)        | over (n., u.m.)     | block           |
| (u.m.)                 | out (n., u.m.)       | per                | # over (v.)         | bone            |
| panto (c.f.)           | roll                 | cent               | pocket              | case            |
| all one word           | sheet                | # centum           | pole                | cushion         |
| panty hose             | -TV                  | compound           | shaft               | -eyed (u.m.)    |
| paper                  | pea                  | (chemical)         | up (n., u.m.)       | fall            |
| back (n.)              | coat                 | current            | picker-up           | feather         |
| # box                  | cod                  | (botanical)        | picket # line       | fire            |
| cutter                 | -green (u.m.)        | # diem             | pickle-cured (u.m.) | fold            |
| hanger                 | jacket               | salt (chemical)    | picture             | head            |
| shell (n., u.m.)       | nut                  | # se               | # book              | hold            |
| -shelled (u.m.)        | shooter              | sulfide            | # writing           | hole            |
| -thin (u.m.)           | -sized (u.m.)        | peri (pref.)       | ple                 | hook            |
| weight                 | stick                | -insular           | bald                | lock            |
| -white (u.m.)          | peace                | rest one word      | crust               | paper           |
|                        | -blessed (u.m.)      | permafrost         | -eater              | point           |



|                     |                      |                      |                       |                       |
|---------------------|----------------------|----------------------|-----------------------|-----------------------|
| prick               | plane                | pneumo (c.f.)        | #partum               | prick                 |
| rail                | -mile                | <i>all one word</i>  | #school (military)    | -eared (u.m.)         |
| setter              | -parallel (u.m.)     | pock                 | audit, graduate;      | mark                  |
| spot                | table                | mark                 | etc.                  | seam                  |
| stripe              | (surveying)          | -marked (u.m.)       | <i>as prefix, one</i> | priest                |
| -tailed (u.m.)      | plant (c.f.)         | -pit (v.)            | <i>word</i>           | hood                  |
| up (n., u.m.)       | <i>all one word</i>  | pocket               | pot                   | -prince               |
| wheel               | piano (c.f.)         | book (purse)         | ash                   | prime                 |
| pinch               | <i>all one word</i>  | #book (book)         | bellied               | #minister             |
| back                | plantlife            | -eyed (u.m.)         | boil                  | -ministerial          |
| bar                 | plate                | knife                | eye                   | (u.m.)                |
| beck                | -incased (u.m.)      | -sized (u.m.)        | hanger                | -ministership         |
| cock                | layer                | -veto (v.)           | head                  | -ministry             |
| fist                | mark                 | poet                 | herb                  | prince                |
| -hit (v.)           | #proof (printing)    | -artist              | hole                  | hood                  |
| -hitter             | -roll (v.)           | -painter             | hook                  | -priest               |
| penny               | -rolled (u.m.)       | pointblank           | hunter                | print                 |
| pine                | platy (c.f.)         | poison-dipped        | latch                 | cloth                 |
| apple               | <i>all one word</i>  | (u.m.)               | lid                   | out                   |
| -bearing (u.m.)     | play                 | pole                 | luck                  | script                |
| -clad (u.m.)        | -act (v.)            | arm                  | pie                   | printing              |
| -fringed (u.m.)     | back (n., u.m.)      | -armed (u.m.)        | pourri                | -in (n., u.m.)        |
| -shaded (u.m.)      | bill                 | ax                   | rack                  | -out (n., u.m.)       |
| pink                | broker               | burn                 | shot                  | prison                |
| -blossomed (u.m.)   | day                  | cat                  | whiskey               | -free (u.m.)          |
| eye (n.)            | down (n., u.m.)      | -dried (u.m.)        | potato #field         | -made (u.m.)          |
| -eyed (u.m.)        | fellow               | horse                | poultry               | prisoner-of-war       |
| pipe                | goer                 | -pile (v.)           | #house                | (u.m.)                |
| -drawn (u.m.)       | going                | setter               | #keeper               | prize                 |
| dream               | ground               | -shaped (u.m.)       | -keeping (u.m.)       | fighter               |
| fitter              | off (n., u.m.)       | sitter               | #raiser               | taker                 |
| layer               | pen                  | -stack (v.)          | -raising (u.m.)       | winner                |
| lined               | reader               | star                 | #yard                 | -winning (u.m.)       |
| -shaped (u.m.)      | script               | timber               | pound                 | pro                   |
| stem                | suit                 | trap                 | cake                  | -Ally, etc.           |
| walker              | thing                | -vault (v.)          | -foolish (u.m.)       | #forma                |
| welder              | wright               | politico (c.f.)      | -foot                 | #rata                 |
| pisci (c.f.)        | #yard                | -orthodox            | worth                 | #tem                  |
| <i>all one word</i> | pleasure             | <i>rest one word</i> | powder                | #tempore              |
| pistol-whipped (v.) | -bent (u.m.)         | poly (c.f.)          | -blue (u.m.)          | <i>as prefix, one</i> |
| pistonhead          | #boat                | <i>all one word</i>  | #house                | <i>word</i>           |
| pit                 | -seeking (u.m.)      | poor                 | #mill                 | procto (c.f.)         |
| -eyed (u.m.)        | -tired (u.m.)        | -blooded (u.m.)      | #room                 | <i>all one word</i>   |
| fall                | -weary (u.m.)        | farm                 | -scorched (u.m.)      | profit                |
| head                | pleo (c.f.)          | -spirited (u.m.)     | power                 | -and-loss (u.m.)      |
| -headed (u.m.)      | <i>all one word</i>  | pop                  | -driven (u.m.)        | -sharing (u.m.)       |
| hole                | pleuro (c.f.)        | corn                 | -operated (u.m.)      | prong                 |
| mark                | <i>all one word</i>  | eye                  | pack                  | buck                  |
| -marked (u.m.)      | plow                 | gun                  | plant                 | -hoe (v.)             |
| -rotted (u.m.)      | back (n., u.m.)      | up (n., u.m.)        | praise                | horn                  |
| saw                 | -bred (u.m.)         | poppy                | -deserving (u.m.)     | -horned (u.m.)        |
| side                | hand                 | -bordered (u.m.)     | -spoiled (u.m.)       | proof                 |
| pitch               | horse                | cock                 | worthiness            | read                  |
| -black (u.m.)       | pan                  | -red (u.m.)          | pre (pref.)           | sheet                 |
| blende              | point                | seed                 | -Incan, etc.          | prop                  |
| #box                | -shaped (u.m.)       | port                 | president             | jet                   |
| -colored (u.m.)     | share                | fire                 | -elect                | wash                  |
| -dark (u.m.)        | shoe                 | folio                | #pro #tempore         | proso (c.f.)          |
| fork                | sole                 | hole                 | press                 | <i>all one word</i>   |
| hole                | staff                | hook                 | #agent                | proto (c.f.)          |
| -lined (u.m.)       | #tail                | manteau              | -agency               | -Egyptian, etc.       |
| -marked (u.m.)      | wright               | -mouthed (u.m.)      | feeder                | <i>rest one word</i>  |
| out (n., u.m.)      | plug                 | side                 | -forge (v.)           | proud                 |
| up (n., u.m.)       | hole                 | post                 | -made (u.m.)          | -looking (u.m.)       |
| place               | -in (n., u.m.)       | #bellum              | mark                  | -minded (u.m.)        |
| card                | tray                 | #boat                | pack (v.)             | pseudo (c.f.)         |
| kick                | -ugly (n., u.m.)     | card                 | plate                 | -Messiah, etc.        |
| plague-infested     | plume-crowned        | -Christian, etc.     | #proof (printing)     | -occidental           |
| (u.m.)              | (u.m.)               | #diem                | preter (pref.)        | -official             |
| plain               | pluri (c.f.)         | -free (u.m.)         | <i>all one word</i>   | -orientalism          |
| back (fabric)       | <i>all one word</i>  | haste                | price                 | -orthorhombic         |
| -bodied (u.m.)      | pluto (c.f.)         | #hospital            | #cutter               | -osteomalacia         |
| clothes (u.m.)      | <i>all one word</i>  | (military)           | -cutting (u.m.)       | -owner                |
| -headed (u.m.)      | pneumato (c.f.)      | #meridiem            | #fixer                | <i>rest one word</i>  |
| -looking (u.m.)     | -hydato-genetic      | #mortem (literal)    | -fixing (u.m.)        | psycho (c.f.)         |
| -spoken (u.m.)      | (u.m.)               | mortem (non-         | list                  | -organic              |
| woven (u.m.)        | <i>rest one word</i> | literal)             | -support (u.m.)       | <i>rest one word</i>  |

|   |   |   |  |  |
|---|---|---|--|--|
| ptero (c.f.)<br><i>all one word</i><br>public<br>-minded (u.m.)<br>-spirited (u.m.)<br>pug<br>nose<br>-pile (v.)<br>pull<br>back (n., u.m.)<br># box<br>down (n., u.m.)<br>-in (n., u.m.)<br>off (n., u.m.) | -on (n., u.m.)<br>out (n., u.m.)<br>-push (u.m.)<br>through<br>(n., u.m.)<br>up (n., u.m.)<br>puller<br>-in<br>-out<br>punch<br>bowl<br>card<br>-drunk (u.m.)<br>mark | -marked (u.m.)<br>out (n.)<br>pure<br>blood<br>bred<br># line (biological)<br>purple<br>-blue (u.m.)<br>-clad (u.m.)<br>-colored (u.m.)<br>heart (wood)<br>push<br>button<br>card | cart<br>off (n., u.m.)<br>-pull (u.m.)<br>up (n., u.m.)<br>pussy<br>cat<br>foot<br>put<br>back (n., u.m.)<br>off (n., u.m.)<br>-on (n., u.m.)<br>out (n., u.m.)<br>-put (n.)<br>-up (n., u.m.) | putter<br>-forth<br>-in<br>-off<br>-on<br>-out<br>-through<br>-up<br>pyo (c.f.)<br><i>all one word</i><br>pyro (c.f.)<br><i>all one word</i> |
|---|---|---|--|--|

Q

|  |   |   |  |   |
|--|---|---|--|---|
| Q<br>-boat<br>-fever<br>quadri (c.f.)<br>-invariant<br><i>rest one word</i><br>quarter<br>-angled (u.m.)<br>back | -bloom (u.m.)<br>-bound (u.m.)<br>-breed (u.m.)<br>-cast (u.m.)<br>-cut (u.m.)<br>deck<br>-miler<br>pace<br>-phase (u.m.) | saw (v.)<br>staff<br>stretch<br>quartermaster<br># general<br>-generalship<br>quasi<br><i>all hyphenated</i><br>queen # bee | quick<br>-change (u.m., v.)<br>-drawn (u.m., v.)<br>freeze (u.m., v.)<br>lime<br>sand<br>set<br>silver<br>step | # time<br>-witted (u.m.)<br>quin (c.f.)<br><i>all one word</i><br>quit<br>claim<br>rent |
|--|---|---|--|---|

R

|   |  |  |  |  |
|---|--|--|--|--|
| rabbit<br>-backed (u.m.)<br>-eared (u.m.)<br>mouth<br>-mouthed (u.m.)<br>race<br>about (n., u.m.)<br>course<br>goer<br>horse<br>track<br>radarscope<br>radio<br><i>generally two words except the following forms</i><br>frequency<br>isotope<br>telegraph<br>telephone<br>radiumtherapy<br>rag<br>bolt<br>-made (u.m.)<br>sorter<br>tag<br>rail<br>car<br>guard<br>head<br>-ridden (u.m.)<br>road<br>setter<br>splitter<br>way # maker<br>rain<br>band<br>-beaten (u.m.)<br>bow<br>check<br>coat<br>drop<br>fall<br>-soft (u.m.)<br>spout<br>storm | wash<br>rakeoff (n., u.m.)<br>ram<br>jet<br>rod<br>shackle<br>ranch # hand<br>range<br>finder<br># light<br>rider<br>rash<br>-brain (u.m.)<br>-headed (u.m.)<br>-hearted (u.m.)<br>-minded (u.m.)<br>rat<br>bite<br>catcher<br>hole<br>-infested (u.m.)<br>-tailed (u.m.)<br>-tight (u.m.)<br>trap<br>rate<br>-cutting (u.m.)<br>-fixing (u.m.)<br>payer<br>-raising (u.m.)<br>setting<br>rattle<br>brain<br>snake<br>trap<br>raw<br>boned<br>-edged (u.m.)<br>hide<br>-looking (u.m.)<br>razor<br>back<br>-billed (u.m.)<br>edge<br>-keen (u.m.)<br>-sharp (u.m.)<br>strop<br>razzle-dazzle | re (pref.)<br>-cover (cover again), -create (create again), etc.<br>-cross-examination<br>-ice<br>-ink<br>-redirect<br><i>rest one word</i><br>reading # room<br>readout (n.)<br>ready<br>-built (u.m.)<br>-handed (u.m.)<br>made (u.m.)<br>-mix (u.m.)<br>-witted (u.m.)<br>rear<br>guard<br>most<br>view (u.m.)<br>reception # room<br>recordbreaker<br>recti (c.f.)<br><i>all one word</i><br>recto (c.f.)<br><i>all one word</i><br>red<br>bait (v.)<br>-billed (u.m.)<br>-blooded (u.m.)<br>bone<br>buck<br>cap (porter)<br>coat (n.)<br>eye (n.)<br>-eyed (u.m.)<br>-faced (u.m.)<br>-haired (u.m.)<br>handed<br>head (n.)<br>-hot (u.m.)<br>-legged (u.m.)<br># line (literal)<br># man | out (n., u.m.)<br>-skinned (u.m.)<br>tape (nonliteral)<br># tape (literal)<br>-throated (u.m.)<br>-yellow (u.m.)<br>religio (c.f.)<br><i>all one word</i><br>repair # shop<br>representative<br># at # large<br>-elect<br>research # worker<br>resino (c.f.)<br><i>all one word</i><br>retro (c.f.)<br>-ocular<br>-omental<br>-operative<br>-oral<br><i>rest one word</i><br>rheo (c.f.)<br><i>all one word</i><br>rhino (c.f.)<br><i>all one word</i><br>rhizo (c.f.)<br><i>all one word</i><br>rhod(o) (c.f.)<br><i>all one word</i><br>rhomb(o) (c.f.)<br><i>all one word</i><br>rice<br>growing<br># water<br>rich<br>-bound (u.m.)<br>-clad (u.m.)<br>-looking (u.m.)<br>ridge<br>band<br>pole<br>top<br>riffraff<br>rifleshot<br>rig<br>out (n., u.m.)<br>-up (n., u.m.) | right<br>about<br>about-face<br>-angle (u.m., v.)<br>-angled (u.m.)<br># field (sports)<br>-handed (u.m.)<br>-hander<br>-headed (u.m.)<br>most<br>-of-way<br>wing<br>(political)<br>rim<br>-deep (u.m.)<br>fire<br>lock<br>rock<br>ring<br>-adorned (u.m.)<br>-banded (u.m.)<br>-billed (u.m.)<br>bolt<br>giver<br>head<br>-in (n., u.m.)<br>lead (v.)<br>-necked (u.m.)<br>-off (n., u.m.)<br>pin<br>-porous (u.m.)<br>-shaped (u.m.)<br>side<br>sight<br>stand<br>stick<br>-tailed (u.m.)<br>-up (n., u.m.)<br>rip<br>cord<br>rap<br>roaring<br>sack<br>saw<br>shorter<br>tide<br>-up (n., u.m.) |
|---|--|--|--|--|

|                   |                  |                    |                  |                   |
|-------------------|------------------|--------------------|------------------|-------------------|
| river             | roll             | -scented (u.m.)    | round            | hole              |
| bank              | about (n., u.m.) | -sweet (u.m.)      | about (n., u.m.) | post              |
| bed               | back (n., u.m.)  | tan                | about-face       | stock             |
| flow              | call             | # water            | -faced (u.m.)    | rule # of # thumb |
| -formed (u.m.)    | -fed (v.)        | rotorship          | head             | rum               |
| front             | film             | rotten             | -made (u.m.)     | -crazed (u.m.)    |
| head              | off (n., u.m.)   | -dry (u.m.)        | mouthed          | runner            |
| escape            | -on (n., u.m.)   | -minded (u.m.)     | nose (tool)      | seller            |
| side              | out (n., u.m.)   | rough              | out (n., u.m.)   | rumpus # room     |
| wash              | top              | -and-ready (u.m.)  | robin (petition) | run               |
| -worn (u.m.)      | up (n., u.m.)    | -and-tumble        | seam             | about (n., u.m.)  |
| road              | roller           | (n., u.m.)         | table (panel)    | around            |
| bank              | -made (u.m.)     | cast (u.m., v.)    | -tailed (u.m.)   | (n., u.m.)        |
| bed               | -milled (u.m.)   | -coat (v.)         | -topped (u.m.)   | away (n., u.m.)   |
| block             | Romano (c.f.)    | -cut (u.m.)        | -tripper         | back (n., u.m.)   |
| builder           | -canonical, etc. | draw (v.)          | up (n., u.m.)    | by (n.)           |
| head              | -Gallic, etc.    | dress (v.)         | rub              | down (n., u.m.)   |
| hog               | roof             | dry (u.m., v.)     | -a-dub           | -in (n., u.m.)    |
| map               | garden           | -face (v.)         | down (n., u.m.)  | off (n., u.m.)    |
| side              | top              | -faced (u.m.)      | rubber           | -on (n., u.m.)    |
| -test (v.)        | tree             | hew                | band             | out (n., u.m.)    |
| -weary (u.m.)     | root             | -legged (u.m.)     | -down            | through           |
| rock              | cap              | -looking (u.m.)    | -lined (u.m.)    | (n., u.m.)        |
| abye              | -cutting (u.m.)  | neck               | neck             | up (n., u.m.)     |
| bottom (nonlit.)  | fast             | rider              | -off             | runner-up         |
| -climbing (u.m.)  | hold             | setter             | -set (u.m.)      | rush-bottomed     |
| fall (n.)         | stalk            | shod               | stamp            | (u.m.)            |
| -fallen (u.m.)    | stock            | -sketch (v.)       | (nonliteral)     | Russo (c.f.)      |
| fill              | rope             | stuff              | (n., u.m., v.)   | -Chinese, etc.    |
| firm              | dance            | tailed             | # stamp (n.)     | rest one word     |
| pile              | layer            | # work (n.)        | -stamped (u.m.)  | rust              |
| -ribbed (u.m.)    | stitch           | work (v.)          | ruby             | -brown (u.m.)     |
| shaft             | walk             | wrought            | -hued (u.m.)     | -eaten (u.m.)     |
| slide             | rose             | rougher            | -red (u.m.)      | proofing          |
| rod-shaped (u.m.) | -bright (u.m.)   | -down              | -set (u.m.)      | -resistant (u.m.) |
| roebuck           | bud              | -out               | -throated (u.m.) | -stained (u.m.)   |
| roentgeno (c.f.)  | head             | -up                | rudder           | rye # field       |
| all one word      | -headed (u.m.)   | roughing-in (u.m.) | head             |                   |

## S

|                 |                  |                  |                  |                     |
|-----------------|------------------|------------------|------------------|---------------------|
| S               | -graft (v.)      | salt             | hill             | sauer               |
| -bend           | -making (u.m.)   | cellar           | -hiller          | braten              |
| -brake          | nose             | -cured (u.m.)    | hog              | kraut               |
| -iron           | -noosed (u.m.)   | mouth            | hole             | save-all (n., u.m.) |
| -ray            | sore             | pack             | lapper           | saw                 |
| -shaped         | -stitched (u.m.) | pan              | lot              | back                |
| -trap           | tree             | peter            | paper            | belly               |
| -wrench         | -wire (u.m.)     | pit              | pile             | -billed (u.m.)      |
| saber           | safe             | pond             | pipe             | bones (n.)          |
| -legged (u.m.)  | blower           | shaker           | pit              | buck                |
| tooth           | cracker          | spoon            | -pump (u.m., v.) | dust                |
| -toothed (u.m.) | -deposit (u.m.)  | sprinkler        | shoe             | -edged (u.m.)       |
| sable-cloaked   | guard            | works            | spit             | setter              |
| (u.m.)          | hold             | salver           | storm            | timber              |
| Sabrejet        | sage             | form             | table            | tooth               |
| saccharo (c.f.) | brush            | -shaped (u.m.)   | weld (v.)        | -toothed (u.m.)     |
| all one word    | leaf             | sample           | -welded (u.m.)   | sax                 |
| sack            | -leaved (u.m.)   | # book           | -welding (u.m.)  | cornet              |
| bearer          | sail             | # box            | sandy-bottomed   | horn                |
| cloth           | cloth            | -making (u.m.)   | (u.m.)           | tuba                |
| # coat          | -dotted (u.m.)   | sand             | sangfroid        | say                 |
| -coated (u.m.)  | flying           | bag              | sans             | -nothing            |
| -making (u.m.)  | sales            | bank             | # serif          | (n., u.m.)          |
| -shaped (u.m.)  | clerk            | bar              | # souci          | -so (n.)            |
| sacro (c.f.)    | manship          | bath             | sapphire         | scale               |
| all one word    | people           | bin              | -blue (u.m.)     | bark                |
| sad             | person           | blast            | -colored (u.m.)  | down (n., u.m.)     |
| -eyed (u.m.)    | salmon           | blown            | sarco (c.f.)     | pan                 |
| iron            | -colored (u.m.)  | -built (u.m.)    | all one word     | -reading (u.m.)     |
| -voiced (u.m.)  | -red (u.m.)      | -buried (u.m.)   | sashcord         | scapagoat           |
| saddle          | salpingo (c.f.)  | -cast (u.m., v.) | satin            | scapulo (c.f.)      |
| back            | -oophorectomy    | culture          | -lined (u.m.)    | all one word        |
| -backed (u.m.)  | -oophoritis      | fill             | -smooth (u.m.)   | scar                |
| bag             | -ovariotomy      | flea             | sauce            | -clad (u.m.)        |
| bow             | -ovariitis       | glass            | dish             | face                |
| cloth           | rest one word    | heat             | pan              | -faced (u.m.)       |

|                      |                   |                          |                    |                    |
|----------------------|-------------------|--------------------------|--------------------|--------------------|
| scare                | sea               | seer                     | fold               | sheet              |
| crow                 | #base             | band                     | penny (nail)       | block              |
| head                 | -based (u.m.)     | hand                     | score              | flood              |
| scarfpin             | -bathed (u.m.)    | sucker                   | -shooter           | rock               |
| scarlet              | beach             | seismo (c.f.)            | -up (n.)           | ways               |
| -breasted (u.m.)     | -beaten (u.m.)    | <i>all one word</i>      | severalfold        | shell              |
| -red (u.m.)          | bed               | self                     | shade              | back               |
| scatter              | #bird             | dom                      | -giving (u.m.)     | burst              |
| brain                | -blue (u.m.)      | hood                     | -grown (u.m.)      | fire               |
| good                 | #boat             | less                     | shadow             | fishery            |
| scene                | -born (u.m.)      | ness                     | boxing             | hole               |
| shifter              | -bred (u.m.)      | same                     | gram               | -like              |
| wright               | coast             | <i>reflexive prefix,</i> | graph              | shocked            |
| schisto (c.f.)       | -deep (u.m.)      | <i>use hyphen</i>        | #line              | shelterbelt        |
| <i>all one word</i>  | dog               | sell                     | shag               | shield-shaped      |
| schizo (c.f.)        | -driven (u.m.)    | off (n., u.m.)           | bark               | (u.m.)             |
| <i>all one word</i>  | drome             | out (n., u.m.)           | -haired (u.m.)     | shilly-shally      |
| school               | -encircled (u.m.) | semi (pref.)             | shake              | shin               |
| bag                  | fare (food)       | annual, arid,            | down (n., u.m.)    | bone               |
| #board               | fighter           | etc.                     | out (n., u.m.)     | guard              |
| bookish              | folk              | -armor-piercing          | up (n., u.m.)      | plaster            |
| bus                  | food              | (u.m.)                   | shallow            | shiner-up          |
| children             | front             | -Christian, etc.         | -draft (u.m.)      | ship               |
| day                  | goer              | -idleness,               | -headed (u.m.)     | breaker            |
| -made (u.m.)         | going             | -indirect, etc.          | shame              | broken             |
| ship                 | hound             | send                     | -crushed (u.m.)    | broker             |
| teacher              | lane              | off (n., u.m.)           | faced              | builder            |
| -trained (u.m.)      | lift              | out (n., u.m.)           | shank              | lap                |
| scientifico (c.f.)   | mark              | sensu (c.f.)             | bone               | mast               |
| <i>all one word</i>  | port              | <i>all one word</i>      | #mill              | owning             |
| scissor              | quake             | sepi (c.f.)              | shapeup (n., u.m.) | -rigged (u.m.)     |
| bill                 | #room             | <i>all one word</i>      | share              | shape              |
| -tailed (u.m.)       | scape             | septo (c.f.)             | bone               | side               |
| -winged (u.m.)       | #scout            | <i>all one word</i>      | broker             | wreck              |
| scissors             | scouting          | serio (c.f.)             | cropper            | shipping           |
| hold                 | shell             | <i>all one word</i>      | out (n., u.m.)     | #master            |
| -shaped (u.m.)       | shine             | sero (c.f.)              | sharp              | #room              |
| #smith               | shore             | <i>all one word</i>      | -angled (u.m.)     | shirt              |
| sclero (c.f.)        | sick              | serrate                  | -cut (u.m.)        | band               |
| -oophoritis          | side              | -ciliate (u.m.)          | -edged (u.m.)      | waist              |
| -optic               | stroke            | -dentate (u.m.)          | -freeze (u.m., v.) | shoe               |
| <i>rest one word</i> | #time (clock)     | service                  | -freezer           | black              |
| score                | wall              | -connected (u.m.)        | -looking (u.m.)    | brush              |
| card                 | wing              | serve                    | -set (u.m.)        | horn               |
| sheet                | worn              | accelerometer            | shod               | lace               |
| scot-free            | worthiness        | amplifier                | shooter            | pack               |
| Scoto (c.f.)         | -wrecked (u.m.)   | control                  | -tailed (u.m.)     | scraper            |
| -Britannic, etc.     | seam              | mechanism                | -witted (u.m.)     | shine              |
| scouthood            | blasting          | motor                    | shavehook          | string             |
| scrap                | rend (v.)         | system                   | shear              | tree               |
| basket               | stitch            | sesqui (c.f.)            | pin                | shootoff           |
| works                | weld (v.)         | <i>all one word</i>      | waters             | (n., u.m.)         |
| scratch              | -welded (u.m.)    | set                      | shedhand           | shop               |
| brush                | seat              | -aside (n., u.m.)        | sheep              | breaker            |
| -brusher             | belt              | back (n., u.m.)          | biter              | folk               |
| -coated (u.m.)       | -mile             | bolt                     | crook              | lifter             |
| screen               | second            | down (n., u.m.)          | dip                | -made (u.m.)       |
| out (n., u.m.)       | -class (u.m.)     | -fair (n.)               | faced              | mark               |
| play                 | -degree (u.m.)    | head                     | fold               | -soiled (u.m.)     |
| screw                | -foot             | -in (n., u.m.)           | gate               | talk               |
| ball                 | -guess (v.)       | off (n., u.m.)           | herder             | walker             |
| bolt                 | hand              | -on (n., u.m.)           | hook               | window             |
| cap                  | (adv., u.m.)      | out (n., u.m.)           | kill               | shore              |
| down (u.m.)          | -rate (u.m.)      | pin                      | -knead (u.m.)      | #bird              |
| -driven (u.m.)       | secretary         | screw                    | nose (apple)       | #boat              |
| driver               | #general          | -stitched (u.m.)         | pen                | fast               |
| head                 | -generalcy        | -to (n., u.m.)           | shank              | going              |
| hook                 | -generalship      | up (n., u.m.)            | shear (v.)         | side               |
| jack                 | section #man      | setter                   | shearer (n.)       | short              |
| -lifted (u.m.)       | seesaw            | -forth                   | shed               | -armed (u.m.)      |
| nut                  | seed              | -in                      | sick               | bread              |
| ship                 | bed               | -on                      | stealer            | cake               |
| -threaded (u.m.)     | cake              | -out                     | walk               | change (v.)        |
| -turned (u.m.)       | case              | -to                      | -white (u.m.)      | changer            |
| scrollhead           | coat              | -up                      | sheer              | -circuited (u.m.)  |
| scuttlebutt          | kin               | seven                    | off (n., u.m.)     | coming             |
| scythe-shaped        | stalk             | -branched (u.m.)         | up (n., u.m.)      | cut (n., u.m., v.) |
| (u.m.)               |                   |                          |                    | fall (n.)          |

|                     |                     |                   |                  |                    |
|---------------------|---------------------|-------------------|------------------|--------------------|
| -fed (u.m.)         | plate               | Sino (c.f.)       | -deserted (u.m.) | small              |
| hand (writing)      | play                | -Japanese, etc.   | holding          | #businessman       |
| -handed (u.m.)      | saddle              | sister            | pen              | -hipped (u.m.)     |
| head (whale)        | show                | -german           | #worker          | mouthed            |
| horn (n., u.m.)     | slip                | hood              | Slave (c.f.)     | pox                |
| -horned (u.m.)      | splitting           | -in-law           | -Hungarian, etc. | -scale (u.m.)      |
| -lasting (u.m.)     | step                | sit               | sledge           | sword              |
| leaf (u.m.)         | stitch              | down (n., u.m.)   | -hammered        | talk               |
| -lived (u.m.)       | -stitched (u.m.)    | -downer           | (u.m.)           | town (u.m.)        |
| rib                 | sway                | fast (n., u.m.)   | meter            | smart              |
| run (u.m.)          | swipe               | up (n., u.m.)     | sleep            | -alecky (u.m.)     |
| sighted             | track               | sitter            | -filled (u.m.)   | -looking (u.m.)    |
| staff               | walk                | -by               | talker           | -tongued (u.m.)    |
| stop                | wall                | -out              | walker           | smashup (n., u.m.) |
| wave (radio)        | -wheeler            | sitting # room    | sleepy           | smearcase          |
| shot                | winder              | sitzmark          | -eyed (u.m.)     | smoke              |
| gun                 | sight               | six               | head             | -blinded (u.m.)    |
| hole                | hole                | -cylinder         | -looking (u.m.)  | bomb               |
| put                 | read                | (u.m.)            | sleetstorm       | chaser             |
| star                | saver               | fold              | sleeveband       | -dried (u.m.)      |
| shoulder-high       | seeing              | penny (nail)      | sleuthhound      | -dry (v.)          |
| (u.m.)              | setter              | -ply (u.m.)       | slide            | -died (u.m.)       |
| shovel              | sign                | score             | film             | -filled (u.m.)     |
| -headed (u.m.)      | off (n., u.m.)      | -shooter          | knot             | jack               |
| -noed (u.m.)        | -on (n., u.m.)      | -wheeler          | sling            | jumper             |
| show                | post                | sizeup (n., u.m.) | ball             | -laden (u.m.)      |
| card                | up (n., u.m.)       | skid              | shot             | pot                |
| case                | silico (c.f.)       | lift (truck)      | slip             | screen             |
| down (n., u.m.)     | <i>all one word</i> | road              | along (u.m.)     | stack              |
| off (n., u.m.)      | silk                | skin              | back             | smoking # room     |
| place               | -stockinged         | -clad (u.m.)      | band             | smooth             |
| through             | (u.m.)              | deep              | case             | bore               |
| (printing)          | works               | diver             | cover            | -browed (u.m.)     |
| (n., u.m.)          | siltpan             | flint             | knot             | -cast (u.m.)       |
| up (n., u.m.)       | silver              | -graft (v.)       | -on (n., u.m.)   | mouthed            |
| shredout (n., u.m.) | -backed (u.m.)      | skipjack          | #proof           | -tongued (u.m.)    |
| shroud              | beater              | skirtmarker       | (printing)       | -working (u.m.)    |
| -laid (u.m.)        | -bright (u.m.)      | skullcap          | proof            | snackbar           |
| plate               | -gray (u.m.)        | skunk             | ring             | snail              |
| shunt-wound         | -haired (u.m.)      | head              | sheet            | -paced (u.m.)      |
| (u.m.)              | -lead (u.m.)        | top               | shod             | -slow (u.m.)       |
| shut                | -leaved (u.m.)      | sky               | sole             | snail's # pace     |
| away (n., u.m.)     | plate (v.)          | -blue (u.m.)      | step             | snake              |
| down (n., u.m.)     | -plated (u.m.)      | gazer             | stitch           | bite               |
| eye (n., u.m.)      | point               | -high (u.m.)      | stream           | -bitten (u.m.)     |
| -in (n., u.m.)      | (drawing)           | jacker            | -up (n., u.m.)   | -eater             |
| -mouthed (u.m.)     | print               | lift              | washer           | -eyed (u.m.)       |
| off (n., u.m.)      | tip                 | look (v.)         | slit             | head               |
| out (n., u.m.)      | -tongued (u.m.)     | rocket            | -eyed (u.m.)     | hole               |
| up (u.m.)           | top                 | sail              | shell            | pit                |
| shuttlecock         | simon-pure (u.m.)   | scape             | slop             | snap               |
| sick                | simple              | scraper           | -molded (u.m.)   | back               |
| bay                 | -headed (u.m.)      | shine             | seller           | dragon             |
| bed                 | -minded (u.m.)      | wave              | slope            | head               |
| list                | -rooted (u.m.)      | slab-sided (u.m.) | -faced (u.m.)    | hook               |
| side                | -witted (u.m.)      | slack             | ways             | -on (n., u.m.)     |
| arms                | simulcast           | -bake (v.)        | slow             | out (n.)           |
| band                | sin                 | -filled (u.m.)    | belly            | ring               |
| bone                | -born (u.m.)        | #water            | down (n., u.m.)  | roll               |
| burns               | -bred (u.m.)        | slambang          | -footed (u.m.)   | shooter            |
| car                 | singsong            | slant-eyed (u.m.) | going            | shot               |
| check               | single              | slap              | -motion (u.m.)   | -up (u.m.)         |
| -cut (u.m.)         | bar                 | bang              | mouthed          | snapper            |
| dress (v.)          | -breasted (u.m.)    | dab               | poke             | -back              |
| flash               | -decker             | dash              | #time            | -up                |
| head (printing)     | -edged (u.m.)       | down (n., u.m.)   | up (n., u.m.)    | snipe              |
| hill                | handed              | happy             | -witted (u.m.)   | bill               |
| hook                | hood                | jack              | slug             | -noed (u.m.)       |
| kick                | -loader             | stick             | -cast (v.)       | sniperscope        |
| lap                 | -minded (u.m.)      | -up (n., u.m.)    | caster           | snooperscope       |
| #light (literal)    | -phase (u.m.)       | slate             | slum             | snow               |
| light               | -eater              | -blue (u.m.)      | dweller          | ball               |
| (nonliteral)        | stick               | -colored (u.m.)   | gullion          | bank               |
| #line (literal)     | tree                | works             | gum              | berg               |
| line (nonliteral)   | sink                | slaughter         | lord             | blind              |
| long                | head                | pen               | slumber-bound    | #blindness         |
| note                | hole                | -born (u.m.)      | (u.m.)           | blink              |

|                    |                     |                      |                      |                     |
|--------------------|---------------------|----------------------|----------------------|---------------------|
| block              | tack                | spade                | spino (c.f.)         | tide (season)       |
| -blocked (u.m.)    | soldier-fashion     | -dug (u.m.)          | -olivary             | trap                |
| blower             | (u.m.)              | foot                 | <i>rest one word</i> | spritsail           |
| break              | sole                | -footed (u.m.)       | spirit               | spur                |
| capped             | cutter              | -shaped (u.m.)       | -born (u.m.)         | -clad (u.m.)        |
| -choked (u.m.)     | plate               | span                 | -broken (u.m.)       | -driven (u.m.)      |
| clad (u.m.)        | somato (c.f.)       | -long (u.m.)         | # writing            | gall                |
| -covered (u.m.)    | <i>all one word</i> | -new (u.m.)          | spit                 | -galled (u.m.)      |
| drift              | some                | Spanish              | ball                 | -heeled (u.m.)      |
| fall               | day                 | -Arab                | fire                 | spy                 |
| flake              | how                 | -born (u.m.)         | stick                | glass               |
| melt               | one (anyone)        | -speaking (u.m.)     | splanchno (c.f.)     | hole                |
| -melting (u.m.)    | # one               | spare                | <i>all one word</i>  | tower               |
| mobile             | (distributive)      | -bodied (u.m.)       | splay                | square              |
| pack               | place (adv.)        | rib                  | footed               | -bottomed (u.m.)    |
| pit                | time (adv., u.m.)   | # room               | mouthed              | -built (u.m.)       |
| plow               | # time (some time   | spark                | spleen               | -faced (u.m.)       |
| scape              | ago)                | # plug (literal)     | -born (u.m.)         | flipper             |
| shade              | what                | plug (nonliteral)    | sick                 | head                |
| shed               | son-in-law          | speakeasy (n.)       | -swollen (u.m.)      | -headed             |
| shine              | song                | spear                | spleno (c.f.)        | -rigged (u.m.)      |
| shoe               | fest                | cast                 | <i>all one word</i>  | -set (u.m.)         |
| sled               | wright              | head                 | split                | shooter             |
| slide              | sonobuoy            | -high (u.m.)         | finger               | squeeze             |
| slip               | sooth               | -shaped (u.m.)       | (crustacean)         | -in (n., u.m.)      |
| storm              | fast                | spectro (c.f.)       | fruit                | out (n., u.m.)      |
| suit               | sayer               | <i>all one word</i>  | mouth                | up (n., u.m.)       |
| -topped (u.m.)     | sore                | speech               | saw                  | squirrel-headed     |
| # water            | -eyed (u.m.)        | -bereft (u.m.)       | -tongued (u.m.)      | (u.m.)              |
| -white (u.m.)      | foot (n.)           | -read (v.)           | up (n., u.m.)        | stackup (n., u.m.)  |
| snuff-stained      | footed (u.m.)       | speed                | spoilsport           | staff-herd (v.)     |
| (u.m.)             | head (n., u.m.)     | boating              | spondylo (c.f.)      | stag                |
| so                 | sorry-looking       | letter               | <i>all one word</i>  | -handled (u.m.)     |
| -and-so            | (u.m.)              | trap                 | sponge               | head                |
| beit (n., conj.)   | soul                | up (n., u.m.)        | cake                 | -headed (u.m.)      |
| -called (u.m.)     | -deep (u.m.)        | spell                | diver                | horn                |
| -seeming (u.m.)    | -searching (u.m.)   | binding              | -diving (u.m.)       | -horned (u.m.)      |
| -so                | sick                | down (n., u.m.)      | -shaped (u.m.)       | hound               |
| soap               | sound               | -free (u.m.)         | spongio (c.f.)       | hunter              |
| bubble             | -absorbing (u.m.)   | spend                | <i>all one word</i>  | stage               |
| dish               | # field             | -all (n.)            | spoolwinder          | coach               |
| flakes             | film                | thrift               | spoon                | hand                |
| rock               | -minded (u.m.)      | spermato (c.f.)      | -beaked (u.m.)       | -struck (u.m.)      |
| stock              | off (n., u.m.)      | <i>all one word</i>  | -billed (u.m.)       | stair               |
| suds               | track               | spermo (c.f.)        | bread                | case                |
| sober              | soup                | <i>all one word</i>  | -fed (u.m.)          | head                |
| -minded (u.m.)     | bone                | spheno (c.f.)        | -shaped (u.m.)       | step                |
| sides              | spoon               | -occipital           | ways                 | stake               |
| social             | sour                | <i>rest one word</i> | sporeformer          | head                |
| # work             | belly               | sphygmo (c.f.)       | sporo (c.f.)         | out (n.)            |
| # worker           | bread               | <i>all one word</i>  | <i>all one word</i>  | stale-worn (u.m.)   |
| socio (c.f.)       | dough (n.)          | spice                | spot                 | stall               |
| -official          | faced               | -burnt (u.m.)        | -checked (u.m.)      | -fed (u.m.)         |
| economic, etc.     | -natured (u.m.)     | cake                 | -face (v.)           | -feed (v.)          |
| sod                | -sweet              | -laden (u.m.)        | weld (v.)            | stand               |
| buster             | south               | spider               | welded (u.m.)        | by (n., u.m.)       |
| culture            | -born (u.m.)        | -legged              | -welding (u.m.)      | down (n., u.m.)     |
| # house            | -central (u.m.)     | -spun (u.m.)         | spray-washed         | fast (n., u.m.)     |
| soda               | east                | # web (n.)           | (u.m.)               | -in (n., u.m.)      |
| jerk               | going               | web (u.m., v.)       | spread               | off (n., u.m.)      |
| # water            | lander              | spike                | -eagle (u.m., v.)    | offish              |
| sofa               | paw                 | horn                 | head                 | out (n., u.m.)      |
| # maker            | -sider              | -kill (v.)           | out (n., u.m.)       | pat                 |
| -making (u.m.)     | -southeast          | -pitch (v.)          | -set (v.)            | pipe                |
| -ridden (u.m.)     | west                | spin                 | spring               | point               |
| soft               | soybean             | back                 | back                 | post                |
| ball               | sow                 | off                  | (bookbinding)        | still (n., u.m.)    |
| -boiled (u.m.)     | back                | spindle              | bok                  | up (n., u.m.)       |
| head               | belly               | -formed (u.m.)       | -born (u.m.)         | standard            |
| -pedal (v.)        | space               | head                 | buck                 | bred                |
| -shelled (u.m.)    | band                | -legged (u.m.)       | -clean (v.)          | # time              |
| -soap (nonliteral) | bar                 | legs                 | finger               | staphylo (c.f.)     |
| (v.)               | -cramped            | shanks               | -grown (u.m.)        | <i>all one word</i> |
| -soaper            | (u.m.)              | spine                | halt                 | star                |
| (nonliteral)       | mark                | bone                 | head                 | blind               |
| (n.)               | ship                | -broken (u.m.)       | -plow (v.)           | bright              |
| -spoken (u.m.)     | # time              | -pointed (u.m.)      | -plowed (u.m.)       | dust                |

|                     |                     |                     |                     |                      |
|---------------------|---------------------|---------------------|---------------------|----------------------|
| gazer               | steep               | stink               | storage # room      | bed                  |
| -led (u.m.)         | -rising (u.m.)      | ball                | store               | flow                 |
| lit                 | -to (u.m.)          | bomb                | front               | head                 |
| lite (gem)          | -up (u.m.)          | damp                | ship                | lined                |
| nose (mole)         | -walled (u.m.)      | pot                 | storm               | side                 |
| shake               | steeple             | stir                | -beaten (u.m.)      | street               |
| shine               | chase               | about (n., u.m.)    | cock                | -bred (u.m.)         |
| shoot               | -high (u.m.)        | fry                 | flow                | car                  |
| -spangled (u.m.)    | jack                | -up (n., u.m.)      | -laden (u.m.)       | cleaner              |
| stroke              | top                 | stitch              | -swept (u.m.)       | -cleaning (u.m.)     |
| -studded (u.m.)     | stem                | down (n., u.m.)     | -tossed (u.m.)      | sweeper              |
| # time              | head                | up (n., u.m.)       | wind                | walker               |
| starchworks         | post                | stock               | storyteller         | strepto (c.f.)       |
| stark               | sickness            | breeder             | stout               | <i>all one word</i>  |
| -blind (u.m.)       | winder              | broker              | -armed (u.m.)       | stretchout           |
| -mad (u.m.)         | stencil-cutting     | feeder              | heartedness         | (n., u.m.)           |
| -naked (u.m.)       | (u.m.)              | holding             | -minded (u.m.)      | strike               |
| -raving (u.m.)      | steno (c.f.)        | jobber              | stove               | breaker              |
| starter-off         | <i>all one word</i> | judging             | brush               | -in (n., u.m.)       |
| startup (n., u.m.)  | step                | list                | -heated (u.m.)      | out (n., u.m.)       |
| stat (pref.)        | aunt                | pile                | pipe                | striker              |
| <i>all one word</i> | child, etc.         | pot                 | stow                | -in                  |
| State               | down (n., u.m.)     | raiser              | away (n., u.m.)     | -out                 |
| -aided (u.m.)       | -in (n., u.m.)      | rack                | down (n., u.m.)     | string               |
| # line              | ladder              | -still (u.m.)       | straddle            | course               |
| -owned (u.m.)       | off (n., u.m.)      | taker               | back                | halt                 |
| state               | -on (n., u.m.)      | truck               | -face (v.)          | # proof (density)    |
| hood                | -up (n., u.m.)      | wright              | -legged (u.m.)      | ways                 |
| quake               | stepping            | stoke               | straight            | strip                |
| side                | -off (u.m.)         | hold                | away                | cropping             |
| station # house     | -out (u.m.)         | hole                | -backed (u.m.)      | tease                |
| stato (c.f.)        | stereo (c.f.)       | stomach             | -cut (u.m.)         | strong               |
| <i>all one word</i> | <i>all one word</i> | -filling (u.m.)     | edge                | -arm (u.m., v.)      |
| statute             | stern               | -shaped (u.m.)      | -edged (u.m.)       | back (nautical)      |
| -barred (u.m.)      | castle              | -sick (u.m.)        | -faced (u.m.)       | -backed (u.m.)       |
| # book              | -faced (u.m.)       | -weary (u.m.)       | forward             | hold                 |
| stay                | -heavy (u.m.)       | stomato (c.f.)      | head                | # man                |
| -at-home            | -looking (u.m.)     | <i>all one word</i> | -legged (u.m.)      | -minded (u.m.)       |
| (n., u.m.)          | most                | stone               | # line              | point (n.)           |
| bar                 | post                | biter               | -lined (u.m.)       | stub                 |
| bolt                | # wheel             | blind               | -out (n., u.m.)     | runner               |
| boom                | -wheeler            | brash               | -spoken (u.m.)      | -toed (u.m.)         |
| lace                | sterno (c.f.)       | breaker             | # time              | wing                 |
| log                 | <i>all one word</i> | broke               | -up (u.m.)          | stubble              |
| pin                 | stetho (c.f.)       | brood               | -up-and-down        | # field              |
| plow                | <i>all one word</i> | cast                | (u.m.)              | -mulch (u.m.)        |
| sail                | stew                | -cold (u.m.)        | strainslip          | stubbornminded       |
| wire                | pan                 | crusher             | strait              | stucco-fronted       |
| steam               | pot                 | cutter              | -cheated (u.m.)     | (u.m.)               |
| boating             | stick               | -dead (u.m.)        | jacket              | stuck                |
| car                 | -at-it (n., u.m.)   | -deaf (u.m.)        | laced               | up (n., u.m.)        |
| cooked (u.m.)       | fast (n.)           | -eyed (u.m.)        | stranglehold        | -upper               |
| -driven (u.m.)      | -in-the-mud         | hand (printing)     | strap               | -uppish (u.m.)       |
| fitter              | (n., u.m.)          | head                | -bolt (v.)          | stud                 |
| pipe                | out (n., u.m.)      | layer               | hanger              | bolt                 |
| plant               | pin                 | lifter              | head                | horse                |
| power (n.)          | -to-it-iveness      | mason               | -shaped (u.m.)      | mare                 |
| # powerplant        | (n.)                | # proof (printing)  | watch               | stupid               |
| -pocket (v.)        | up (n., u.m.)       | shot                | strato (c.f.)       | head                 |
| -propelled          | sticker             | # wall (n.)         | <i>all one word</i> | -headed (u.m.)       |
| (u.m.)              | -in                 | wall (u.m., v.)     | straw               | -looking (u.m.)      |
| roll (v.)           | -on                 | # writing           | berry # field       | sturdy-limbed        |
| roller (u.m., v.)   | -up                 | stony               | boas                | (u.m.)               |
| ship                | stiff               | -eyed (u.m.)        | -built (u.m.)       | stylo (c.f.)         |
| table               | -backed (u.m.)      | # land              | hat                 | <i>all one word</i>  |
| tightness           | neck                | stop                | -roofed (u.m.)      | sub (pref.)          |
| steamer # line      | -necked (u.m.)      | back (n.)           | splitting           | -Himalayan, etc.     |
| steel               | still               | block               | stack               | machinegun           |
| -blue (u.m.)        | -admired (u.m.)     | clock               | -stuffed (u.m.)     | # rosa, # specie,    |
| -bright (u.m.)      | birth               | cock                | walker              | etc.                 |
| -cased (u.m.)       | born                | gap                 | -yellow (u.m.)      | -subcommittee        |
| clad                | -burn (v.)          | hound               | stray               | polar, standard,     |
| -framed (u.m.)      | -fish (v.)          | list                | away (n., u.m.)     | etc.                 |
| -hard (u.m.)        | -hunt (v.)          | log                 | # line              | <i>rest one word</i> |
| head                | -recurring          | -loss (u.m.)        | mark                | subject              |
| plate               | (u.m.)              | off (n., u.m.)      | stream              | -object              |
| works               | stand               | watch               | bank                | -objectivity         |

|                                       |                  |                      |                  |                     |
|---------------------------------------|------------------|----------------------|------------------|---------------------|
| subter (pref.)<br><i>all one word</i> | bow              | Super Bowl           | sweep            | herd                |
| such-and-such                         | break            | supra (pref.)        | back (aviation)  | pox                 |
| suck                                  | burn             | -abdominal           | (n., u.m.)       | sty                 |
| -egg (n., u.m.)                       | burst            | -acromial            | forward          | swing               |
| hole                                  | -cured (u.m.)    | -aerial              | (aviation)       | back (n., u.m.)     |
| -in (n., u.m.)                        | dial             | anal                 | (n., u.m.)       | bar                 |
| sugar                                 | dog              | -angular             | stake            | dingle              |
| cake                                  | down             | -arytenoid           | through          | stock               |
| cane                                  | dress            | -auditory            | (n., u.m.)       | -swang              |
| -coat (v.)                            | dried (u.m.)     | -auricular           | washer           | tree                |
| -coated (u.m.)                        | -dry (v.)        | -axillary            | sweet            | swingle             |
| -cured (u.m.)                         | fall             | -Christian, etc.     | bread            | bar                 |
| loaf                                  | fast             | <i>rest one word</i> | -breathed (u.m.) | tree                |
| plum                                  | glade            | sur (pref.)          | brier            | switch              |
| spoon                                 | glare            | <i>all one word</i>  | faced            | back                |
| sweet                                 | glass            | sure                 | heart            | blade               |
| # water                               | glow             | -fire (u.m.)         | meat             | gear                |
| works                                 | lamp             | -footed (u.m.)       | mouthed          | plate               |
| sulfa (c.f.)                          | lit              | -slow                | -pickle (v.)     | plug                |
| <i>all one word</i>                   | quake            | surf                 | -sour            | rail                |
| sulfo (c.f.)                          | ray              | -battered (u.m.)     | -sweet           | tender              |
| <i>all one word</i>                   | rise             | # fish               | swell            | swivel              |
| sulfon (c.f.)                         | scald            | -swept (u.m.)        | -butted (u.m.)   | eye                 |
| <i>all one word</i>                   | set              | swallow              | head             | -eyed (u.m.)        |
| sullen                                | shade            | pipe                 | toad             | -hooked (u.m.)      |
| hearted                               | shine            | -tailed (u.m.)       | swelled-headed   | sword               |
| -nated (u.m.)                         | -shot (u.m.)     | swampside            | (u.m.)           | -armed (u.m.)       |
| summer                                | shower           | swan                 | swept            | bearer              |
| -clad (u.m.)                          | spot             | -bosomed (u.m.)      | back (n., u.m.)  | bill                |
| -dried (u.m.)                         | stricken         | dive                 | forward          | fishing             |
| -fallow (v.)                          | stroke           | herd                 | (n., u.m.)       | play                |
| -made (u.m.)                          | struck           | mark                 | wing (n., u.m.)  | -shaped (u.m.)      |
| tide                                  | tan              | neck                 | swift            | stick               |
| time (season)                         | # time (measure) | song                 | foot             | syn (pref.)         |
| # time (daylight)                     | time (dawn)      | swansdown            | -footed (u.m.)   | <i>all one word</i> |
| saving)                               | up               | swash                | -handed (u.m.)   | synchro             |
| sun                                   | sunny            | buckler              | -running (u.m.)  | cyclotron           |
| -baked (u.m.)                         | -looking (u.m.)  | plate                | swill            | flash               |
| bath                                  | -nated (u.m.)    | sway                 | bowl             | mesh                |
| -bathed (u.m.)                        | super (pref.)    | back (n., u.m.)      | tub              | tron                |
| beam                                  | -Christian, etc. | -backed (u.m.)       | swimsuit         | Syro (c.f.)         |
| blind                                 | # high frequency | bar                  | swine            | -Arabian, etc.      |
| # blindness                           | -superlative     | -brace (v.)          | -backed (u.m.)   | phenician           |
| bonnet                                | highway,         | swearer-in           | bread            |                     |
|                                       | market, etc.     | sweatband            | head             |                     |

T

|                     |                |                  |                 |                     |
|---------------------|----------------|------------------|-----------------|---------------------|
| T                   | lock           | take             | tame            | -fashion (u.m.)     |
| -bandage            | rag            | -all (n.)        | -grown (u.m.)   | -headed (u.m.)      |
| -beam               | sore           | down (n., u.m.)  | -looking (u.m.) | tapestry            |
| -boat               | tail           | -home (n., u.m.) | tan             | -covered (u.m.)     |
| -bone               | band           | -in (n., u.m.)   | bark            | # maker             |
| -cloth              | -cropped       | off (n., u.m.)   | works           | -making (u.m.)      |
| -iron               | (u.m.)         | out (n., u.m.)   | tangent         | # work              |
| -man                | -ender         | up (n., u.m.)    | -cut (v.)       | tapper-out          |
| -rail               | first          | taker            | -saw (v.)       | tar                 |
| -scale (score)      | foremost       | -down            | tangle          | -brand (v.)         |
| -shape              | gate           | -in              | foot            | brush               |
| -shaped             | head           | -off             | -haired (u.m.)  | -coal (u.m.)        |
| -shirt              | -heavy (u.m.)  | -up              | tank            | -dipped (u.m.)      |
| -square             | hook           | tale             | ship            | -paved (u.m.)       |
| table               | lamp           | bearer           | town            | pot                 |
| cloth               | pin            | carrier          | tap             | -roofed (u.m.)      |
| -cut (u.m.)         | pipe           | teller           | bolt            | works               |
| cutter              | race           | talkfest         | dance           | tariff-protected    |
| -cutting (u.m.)     | spin           | talking-to (n.)  | hole            | (u.m.)              |
| fellow              | stock          | tall             | net             | tarpaulin           |
| -formed (u.m.)      | -tied (u.m.)   | -built (u.m.)    | off (n., u.m.)  | -covered (u.m.)     |
| -shaped (u.m.)      | twister        | -looking (u.m.)  | -riveted (u.m.) | # maker             |
| spoon               | -up (n., u.m.) | tallow           | root            | -making (u.m.)      |
| talk                | wheel          | -faced (u.m.)    | -tap            | tarso (c.f.)        |
| top                 | wind           | -pale (u.m.)     | tape            | <i>all one word</i> |
| tachy (c.f.)        | tailor         | tally            | string          | tasksetter          |
| <i>all one word</i> | -cut (u.m.)    | # board          | -tied (u.m.)    | tattletale          |
| tag                 | made (u.m.)    | ho               | taper           | tauro (c.f.)        |
| -affixing (u.m.)    | -suited (u.m.) | # room           | bearer          | <i>all one word</i> |



|                   |                   |                  |                  |                 |
|-------------------|-------------------|------------------|------------------|-----------------|
| tax               | terneplate        | -degree (u.m.)   | thrust-pound     | wright          |
| -burdened (u.m.)  | terra             | hand             | thumb            | tilt            |
| eater             | #cotta            | (adv., u.m.)     | -made (u.m.)     | hammer          |
| -exempt (u.m.)    | #firma            | #house           | mark             | up (n.)         |
| -free (u.m.)      | mara              | -rate (u.m.)     | -marked (u.m.)   | timber          |
| gatherer          | terrace-fashion   | -rater           | nail             | -built (u.m.)   |
| -laden (u.m.)     | (u.m.)            | thistledown      | print            | head            |
| paid              | test-fly (v.)     | thoraco (c.f.)   | screw            | -headed (u.m.)  |
| payer             | tetra (c.f.)      | all one word     | stall            | jack            |
| -supported (u.m.) | all one word      | thorn            | string           | -propped (u.m.) |
| taxi              | thanksgiving      | back             | sucker           | wright          |
| auto              | thatch-roofed     | bill             | tack             | time            |
| bus               | (u.m.)            | -covered (u.m.)  | worn             | born            |
| cab               | theater           | -set (u.m.)      | thunder          | card            |
| meter             | goer              | -strewn (u.m.)   | bearer           | clerk           |
| stand             | going             | thorough         | blast            | clock           |
| tea               | thenceforth       | -bind (v.)       | bolt             | -consuming      |
| ball              | theo (c.f.)       | -bred            | clap             | (u.m.)          |
| cake              | all one word      | -dried (u.m.)    | cloud            | frame           |
| cart              | theologico (c.f.) | fare             | head             | -honored (u.m.) |
| -colored (u.m.)   | all one word      | going            | peal             | keep (v.)       |
| cup               | there             | -made (u.m.)     | shower           | killer          |
| dish              | about(s)          | paced            | storm            | lag             |
| kettle            | above             | pin              | struck           | lock            |
| pot               | across            | thought          | thymo (c.f.)     | outs (n., u.m.) |
| -scented (u.m.)   | after             | -free (u.m.)     | all one word     | pleaser         |
| spoon             | against           | -out (u.m.)      | thyro (c.f.)     | saver           |
| taster            | among             | -provoking       | all one word     | server          |
| teamplay          | around            | (u.m.)           | tibio (c.f.)     | sheet           |
| tear              | at                | thousand         | all one word     | slip            |
| bomb              | away              | fold             | tick             | slot            |
| -dimmed (u.m.)    | before            | -headed (u.m.)   | seed             | span            |
| down (n., u.m.)   | between           | -legged (u.m.)   | tacktoe          | -stamp (v.)     |
| drop              | by                | legs (worm)      | tick             | study           |
| -off (n., u.m.)   | for               | thrall           | tock             | table           |
| -out (n., u.m.)   | fore              | born             | ticket           | taker           |
| pit               | from              | dom              | -selling (u.m.)  | waster          |
| sheet             | in                | -less            | #writer          | worn            |
| stain             | inafter           | thread           | tiddlywink       | tin             |
| -stained (u.m.)   | inbefore          | bare             | tide             | -bearing (u.m.) |
| teen              | into              | -leaved (u.m.)   | flat             | -capped (u.m.)  |
| age (u.m.)        | of                | worn             | head             | -clad (u.m.)    |
| ager              | on                | three            | mark             | cup             |
| teeter-totter     | through           | -bagger          | -marked (u.m.)   | #fish           |
| tele (c.f.)       | to                | -cornered (u.m.) | race             | (torpedo)       |
| all one word      | tofore            | -dimensional     | table            | foil            |
| teleo (c.f.)      | under             | (u.m.)           | -tossed (u.m.)   | horn            |
| all one word      | until             | fold             | waiter           | kettle          |
| tell              | unto              | -in-hand         | -worn (u.m.)     | -lined (u.m.)   |
| tale              | upon              | -master          | tie              | pan             |
| truth             | with              | penny (nail)     | back (n.)        | plate           |
| telo (c.f.)       | thermo (c.f.)     | -piece (u.m.)    | down (n., u.m.)  | -plated (u.m.)  |
| all one word      | thick             | -ply (u.m.)      | -in (n., u.m.)   | pot             |
| tempest-rocked    | -blooded (u.m.)   | score            | -on (n., u.m.)   | -roofed (u.m.)  |
| (u.m.)            | head              | some             | -out (n., u.m.)  | type            |
| temporo (c.f.)    | lips              | -spot            | pin              | -white (u.m.)   |
| -occipital        | -looking (u.m.)   | -square          | -plater          | tinsel          |
| rest one word     | pated             | -striper         | up (n., u.m.)    | -bright (u.m.)  |
| ten               | set (n., u.m.)    | throat           | tierlift (truck) | -clad (u.m.)    |
| fold              | skinned           | band             | tiger            | -covered (u.m.) |
| penny (nail)      | skull (n.)        | cutter           | eye              | tintblock       |
| pins              | skulled           | latch            | -striped (u.m.)  | (printing)      |
| tender            | -tongued (u.m.)   | strap            | tight            | tip             |
| #boat             | wit               | thrombo (c.f.)   | -belted (u.m.)   | burn            |
| -faced (u.m.)     | -witted (u.m.)    | all one word     | fisted           | cart            |
| foot              | -wooded (u.m.)    | through          | -fitting (u.m.)  | -curled (u.m.)  |
| -footed (u.m.)    | -woven (u.m.)     | out              | lipped           | head            |
| footish           | thin              | put              | rope             | -in (n., u.m.)  |
| -handed (u.m.)    | -clad (u.m.)      | throw            | -set (u.m.)      | most            |
| heart             | down (n., u.m.)   | away (n., u.m.)  | -tie (v.)        | off (n., u.m.)  |
| loin              | set (u.m.)        | back (n., u.m.)  | wad              | staff           |
| -looking (u.m.)   | -voiced (u.m.)    | -in (n., u.m.)   | wire             | stock           |
| tenement #house   | thio (c.f.)       | #line            | tile             | tank            |
| tent              | all one word      | off (n., u.m.)   | -clad (u.m.)     | -tap            |
| -dotted (u.m.)    | third             | -on (n., u.m.)   | -red (u.m.)      | toe             |
| pole              | -class (u.m.)     | out (n., u.m.)   | setter           | top             |
| -sheltered (u.m.) |                   | -weight          | works            | -up (u.m.)      |

|                     |                  |                     |                      |                      |
|---------------------|------------------|---------------------|----------------------|----------------------|
| tire                | -free (u.m.)     | topo (c.f.)         | traffic-mile         | -dressed (u.m.)      |
| changer             | -lash (v.)       | <i>all one word</i> | tragico (c.f.)       | -looking (u.m.)      |
| dresser             | # lashing        | topsy-turvy         | <i>all one word</i>  | trinitro (c.f.)      |
| fitter              | play             | torch               | trail                | <i>all one word</i>  |
| -mile               | -shaped (u.m.)   | bearer              | blazer               | trip                 |
| shaper              | shot             | # holder            | breaker              | -free (u.m.)         |
| some                | sore             | lighted             | -marked (u.m.)       | hammer               |
| tit                 | tack             | lit                 | side                 | wire                 |
| bit                 | tied             | torpedo             | sight                | triple               |
| # for # tat         | tip              | # boat              | -weary (u.m.)        | -acting (u.m.)       |
| titano (c.f.)       | -twisting (u.m.) | # room              | train                | back (sofa)          |
| <i>all one word</i> | tool             | torquemeter         | bearer               | branched (u.m.)      |
| tithe               | bag              | toss                | bolt                 | -edged (u.m.)        |
| -free (u.m.)        | builder          | pot                 | crew                 | fold                 |
| payer               | crib             | up (n., u.m.)       | -mile                | -tailed (u.m.)       |
| right               | dresser          | touch               | shed                 | tree (n.)            |
| title               | fitter           | # and # go          | sick                 | trolley # line       |
| -holding (u.m.)     | -grinding (u.m.) | back (n., u.m.)     | stop                 | troopship            |
| winner              | head             | down (n., u.m.)     | tram                 | tropho (c.f.)        |
| -winning (u.m.)     | holding          | hole                | -borne (u.m.)        | <i>all one word</i>  |
| to                  | kit              | -me-not (n., u.m.)  | car                  | tropo (c.f.)         |
| -and-fro            | mark             | pan                 | rail                 | <i>all one word</i>  |
| -do (n.)            | plate            | reader              | road                 | trouble              |
| toad                | post             | up (n., u.m.)       | trans (pref.)        | -free (u.m.)         |
| back                | rack             | tough               | alpine               | -haunted (u.m.)      |
| -bellied (u.m.)     | setter           | -headed (u.m.)      | atlantic             | shooter              |
| blind               | shed             | -looking (u.m.)     | -Canadian, etc.      | some                 |
| fish                | slide            | -skinned (u.m.)     | pacific              | truce                |
| -green (u.m.)       | stock            | tow                 | uranic               | breaker              |
| stool               | tooth            | away                | <i>rest one word</i> | -seeking (u.m.)      |
| tobacco             | ache             | head                | transit # time       | truck                |
| # grower            | # and # nail     | mast                | trap                 | driver               |
| -growing (u.m.)     | -billed (u.m.)   | -netter             | door                 | -mile                |
| # shop              | brush            | path                | fall                 | stop                 |
| toe                 | drawer           | rope                | shoot                | true                 |
| cap                 | mark             | tower               | trashrack            | -aimed (u.m.)        |
| -in (n., u.m.)      | -marked (u.m.)   | -high (u.m.)        | travel               | -blue (u.m.)         |
| -mark (v.)          | paste            | -shaped (u.m.)      | -bent (u.m.)         | born                 |
| nail                | pick             | town                | -tired (u.m.)        | bred                 |
| plate               | plate            | -bred (u.m.)        | -worn (u.m.)         | -eyed (u.m.)         |
| print               | powder           | -dotted (u.m.)      | trawl-net            | -false               |
| toil                | puller           | folk                | treadwheel           | love (n., u.m.)      |
| -beaten (u.m.)      | -pulling (u.m.)  | gate                | treasure             | penny (n.)           |
| some                | -set (u.m.)      | going               | -filled (u.m.)       | # time               |
| -stained (u.m.)     | -shaped (u.m.)   | hall                | # house              | trunk                |
| -weary (u.m.)       | some             | lot                 | -laden (u.m.)        | back                 |
| worn                | wash             | ship                | treaty               | nose                 |
| toilet # room       | top              | side                | breaker              | trust                |
| toll                | cap (n.)         | talk                | -sealed (u.m.)       | breaking             |
| bar                 | coat             | -weary (u.m.)       | tree                 | buster               |
| gate                | cutter           | towns               | -clad (u.m.)         | -controlled (u.m.)   |
| gatherer            | -drain (v.)      | fellow              | # line               | -ridden (u.m.)       |
| # line              | dress (v.)       | people              | -lined (u.m.)        | truth                |
| payer               | flight (u.m.)    | toy                 | nail                 | -filled (u.m.)       |
| penny               | full             | -sized (u.m.)       | -ripe (u.m.)         | lover                |
| taker               | gallant          | town                | scape                | seeker               |
| tom                 | (n., u.m.)       | tracheo (c.f.)      | top                  | -seeking (u.m.)      |
| cat                 | -graft (v.)      | <i>all one word</i> | trellis-covered      | teller               |
| foolery             | hat              | trachy (c.f.)       | (u.m.)               | try                  |
| -tom                | -hatted (u.m.)   | <i>all one word</i> | trench               | -on (n., u.m.)       |
| tommy               | heavy            | track               | back                 | out (n., u.m.)       |
| gun                 | kick             | barrow              | coat                 | square               |
| rot                 | knot             | hound               | foot                 | works                |
| ton                 | liner            | layer               | mouth                | tube                 |
| -hour               | mark             | mark                | -plowed (u.m.)       | -eyed (u.m.)         |
| -kilometer          | mast             | -mile               | tri (c.f.)           | -fed (u.m.)          |
| -mile               | milk             | side                | -iodide              | form (u.m.)          |
| -mileage            | most             | walker              | -ply (u.m.)          | head                 |
| -mile-day           | notch            | tractor-trailer     | state, etc.          | -nosed (u.m.)        |
| tone                | (nonliteral)     | trade               | <i>rest one word</i> | works                |
| -deaf (u.m.)        | rail             | # board             | tribespeople         | tuberculo (c.f.)     |
| down (n., u.m.)     | rope             | -in (n., u.m.)      | tribo (c.f.)         | <i>all one word</i>  |
| -producing (u.m.)   | sail             | -laden (u.m.)       | <i>all one word</i>  | tubo (c.f.)          |
| up (n., u.m.)       | -secret (u.m.)   | -made (u.m.)        | tricho (c.f.)        | -ovarian             |
| tongue              | -shaped (u.m.)   | mark                | <i>all one word</i>  | <i>rest one word</i> |
| -baited (u.m.)      | side (naut.)     | off                 | trim                 | tumbledown           |
| -bound (u.m.)       | soil             | tradespeople        | -cut (u.m.)          | (n., u.m.)           |

|  |  |  |   |  |
|--|--|--|---|--|
| tune<br>out (n., u.m.)<br>up (n., u.m.)<br>tunnel<br>-boring (u.m.)<br>-shaped (u.m.)<br>turbo (c.f.)<br>-ramjet (u.m.)<br><i>rest one word</i><br>turf<br>-built (u.m.)<br>-clad (u.m.)<br>-covered (u.m.)<br>turkey<br>back<br>-red (u.m.)<br>Turko (c.f.)<br>-Greek, etc.<br><i>rest one word</i><br>turn<br>about (n., u.m.)<br>about-face<br>again (n., u.m.)<br>around<br>(n., u.m.) | back (n., u.m.)<br>buckle<br>cap<br>coat<br>cock<br>down (n., u.m.)<br>gate<br>-in (n., u.m.)<br>key<br>off (n., u.m.)<br>out (n., u.m.)<br>pike<br>pin<br>plate<br>screw<br>sheet<br>sole<br>spit<br>stile<br>stitch<br>table<br>-to (n.)<br>under<br>(n., u.m.)<br>up (n., u.m.) | turned<br>-back (u.m.)<br>-down (u.m.)<br>-in (u.m.)<br>-on (u.m.)<br>-out (u.m.)<br>-over (u.m.)<br>turner-off<br>turtle<br>back<br>-footed (u.m.)<br>neck (u.m.)<br>twelve<br>fold<br>penny (nail)<br>score<br>twenty<br>-first<br>fold<br>-one<br>penny (nail)<br>twice<br>-born (u.m.)<br>-reviewed (u.m.)<br>-told (u.m.) | twin<br>#boat<br>born<br>-engined (u.m.)<br>fold<br>-jet (u.m.)<br>-motor (u.m.)<br>-screw (u.m.)<br>two<br>-a-day (u.m.)<br>-along (n.)<br>(bookbinding)<br>-decker<br>-faced (u.m.)<br>fold<br>-handed (u.m.)<br>penny (nail)<br>-piece (u.m.)<br>-ply (u.m.)<br>score<br>-seater<br>some<br>-spot<br>-step (dance)<br>-striper | -suiter<br>-thirder<br>-up (n., u.m.)<br>-way (u.m.)<br>-wheeler<br>tympano (c.f.)<br><i>all one word</i><br>type<br>case<br>cast<br>cutter<br>face<br>foundry<br>-high (u.m.)<br>script<br>set<br>write (v.)<br>typho (c.f.)<br><i>all one word</i><br>typo (c.f.)<br><i>all one word</i><br>tyro (c.f.)<br><i>all one word</i> |
|--|--|--|---|--|

## U

|  |  |  |   |   |
|--|--|--|---|---|
| U<br>-boat<br>-cut<br>-magnet<br>-rail<br>-shaped<br>-tube<br>ultra (pref.)<br>-ambitious,<br>-atomic, etc.<br>-English, etc.<br>high # frequency<br>-high-speed<br>(u.m.)<br>#valorem, etc.<br><i>rest one word</i><br>un (pref.)<br>-American, etc.<br>called-for (u.m.) | heard-of (u.m.)<br>-ionized (u.m.)<br>self-conscious<br>sent-for (u.m.)<br>thought-of<br>(u.m.)<br><i>rest one word</i><br>under<br>age (deficit)<br>age (younger)<br>(n., u.m.)<br>#cultivation<br>(tillage)<br>cultivation<br>(insufficient)<br>#secretary<br>-secretaryship<br><i>as prefix, one word</i> | uni (c.f.)<br>-univalent<br><i>rest one word</i><br>union<br>-made (u.m.)<br>#shop<br>unit-set (u.m.)<br>up<br>-anchor (u.m., v.)<br>-and-coming<br>(u.m.)<br>#and #up<br>beat<br>coast<br>country<br>dip<br>end (v.)<br>grade<br>gradient | keep<br>lift<br>-over (u.m.)<br>rate<br>river<br>stairs<br>state<br>stream<br>swing<br>take<br>tight (n., u.m.)<br>#tight (v.)<br>-to-date (u.m.)<br>#to #date<br>town<br>trend<br>turn<br>wind | upper<br>case (printing)<br>#class<br>classman<br>crust (n., u.m.)<br>cut<br>most<br>urano (c.f.)<br><i>all one word</i><br>uretero (c.f.)<br><i>all one word</i><br>urethro (c.f.)<br><i>all one word</i><br>uro (c.f.)<br><i>all one word</i><br>used-car (u.m.)<br>utero (c.f.)<br><i>all one word</i> |
|--|--|--|---|---|

## V

|  |   |   |  |   |
|--|---|---|--|---|
| V<br>-connection<br>-curve<br>-engine<br>-neck<br>-shaped<br>-type<br>vacant<br>-eyed (u.m.)<br>-looking (u.m.)<br>-minded (u.m.)<br>vagino (c.f.)<br><i>all one word</i><br>valve<br>-grinding (u.m.)<br>-in-head (u.m.)<br>van<br>driver<br>guard<br>most<br>pool<br>vapor<br>-filled (u.m.)<br>-heating (u.m.)<br>vase-shaped<br>(u.m.) | vaso (c.f.)<br><i>all one word</i><br>vegeto (c.f.)<br><i>all one word</i><br>vein<br>-mining (u.m.)<br>-streaked (u.m.)<br>vellum<br>-bound (u.m.)<br>-covered (u.m.)<br>velvet<br>-crimson (u.m.)<br>-draped (u.m.)<br>-green (u.m.)<br>-pile (u.m.)<br>venthole<br>ventri (c.f.)<br><i>all one word</i><br>ventro (c.f.)<br><i>all one word</i><br>vertebro (c.f.)<br><i>all one word</i><br>vesico (c.f.)<br><i>all one word</i><br>vibro (c.f.)<br><i>all one word</i> | vice<br>#admiral<br>-admiralty<br>#consul<br>-consulate<br>#governor<br>-governorship<br>#minister<br>-ministry<br>-presidency<br>#president<br>-president-elect<br>-presidential<br>#rector<br>-rectorship<br>regal<br>-regency<br>#regent<br>royal<br>#veraa<br>#warden<br>-wardenship<br>Vietcong<br>view<br>finder<br>point | vile-natured (u.m.)<br>vine<br>-clad (u.m.)<br>-covered (u.m.)<br>dresser<br>growing<br>stalk<br>vinegar<br>-flavored (u.m.)<br>-hearted (u.m.)<br>-making (u.m.)<br>-tart (u.m.)<br>violet<br>-blue (u.m.)<br>-colored (u.m.)<br>-eared (u.m.)<br>-rayed (u.m.)<br>#water<br>violin-shaped<br>(u.m.)<br>virtue-armed<br>(u.m.)<br>viscero (c.f.)<br><i>all one word</i><br>vitreo (c.f.)<br><i>all one word</i> | vitro (c.f.)<br>-clarain<br>-di-trina<br><i>rest one word</i><br>vivi (c.f.)<br><i>all one word</i><br>volleyball<br>volt<br>ammeter<br>-ampere<br>-coulomb<br>meter<br>ohmmeter<br>-second<br>volta (c.f.)<br><i>all one word</i><br>vote<br>-casting (u.m.)<br>getter<br>-getting (u.m.)<br>vow<br>-bound (u.m.)<br>breaker<br>-pledged (u.m.)<br>vulvo (c.f.)<br><i>all one word</i> |
|--|---|---|--|---|

W

|                  |                  |                  |                   |                  |
|------------------|------------------|------------------|-------------------|------------------|
| <b>W</b>         |                  |                  |                   |                  |
| -engine          | trough           | works            | -hidden (u.m.)    | -headed (u.m.)   |
| -shaped          | tub              | worn             | book              | -mouthed (u.m.)  |
| -surface         | up (n., u.m.)    | watt             | killer            | ship             |
| -type            | washed           | -hour            | week              | wharf            |
| wage-earning     | -out (u.m.)      | meter            | day               | #boat            |
| (u.m.)           | -up (u.m.)       | -second          | end               | hand             |
| waist            | waste            | wave             | -ender            | head             |
| band             | basket           | -cut (u.m.)      | -ending (u.m.)    | side             |
| belt             | leaf             | form             | long (u.m.)       | what             |
| cloth            | (bookbinding)    | guide            | -old (u.m.)       | ever             |
| coat             | paper            | -lashed (u.m.)   | weigh             | -is-it (n.)      |
| -deep (u.m.)     | word             | length           | bridge            | not (n.)         |
| -high (u.m.)     | watch            | mark             | -in (n., u.m.)    | soever           |
| waiting          | band             | meter            | lock              | -you-may-call-it |
| #man             | case             | -moist (u.m.)    | out (n., u.m.)    | (n.)             |
| #room            | cry              | -on (n., u.m.)   | shaft             | wheat            |
| #woman           | dog              | -off (n., u.m.)  | well              | cake             |
| walk             | -free (u.m.)     | -swept (u.m.)    | -being (n.)       | -colored (u.m.)  |
| around           | glass            | -worn (u.m.)     | -beloved (u.m.)   | ear              |
| (n., u.m.)       | tower            | wax              | -born (u.m.)      | -fed (u.m.)      |
| away (n., u.m.)  | word             | -billed (u.m.)   | -bound (u.m.)     | -rich (u.m.)     |
| -on (n., u.m.)   | water            | chandler         | -bred (u.m.)      | stalk            |
| out (n., u.m.)   | bag              | cloth            | -clad (u.m.)      | wheel            |
| up (n., u.m.)    | bank             | -coated (u.m.)   | -deserving (u.m.) | band             |
| walkie-talkie    | bearer           | -headed (u.m.)   | -doer             | barrow           |
| wall             | -bearing (u.m.)  | #stone           | -doing (n., u.m.) | base             |
| eyed             | -beaten (u.m.)   | -yellow (u.m.)   | -drained (u.m.)   | chair            |
| -like            | -bind (v.)       | way              | -drilling (u.m.)  | -cut (u.m.)      |
| -painting (u.m.) | bloom            | back (n., u.m.)  | #field            | going            |
| paper            | buck             | beam             | -grown (u.m.)     | horse            |
| plate            | color            | down (n., u.m.)  | head              | (nonliteral)     |
| -sided (u.m.)    | -colored (u.m.)  | farer            | -headed (u.m.)    | #load            |
| walled           | -cool (v.)       | fellow           | hole              | -made (u.m.)     |
| -in (u.m.)       | -cooled (u.m.)   | going            | -informed (u.m.)  | plate            |
| -up (u.m.)       | course           | laid             | -known (u.m.)     | race             |
| war              | dog              | lay              | -looking (u.m.)   | spin             |
| -disabled (u.m.) | -drinking (u.m.) | mark             | -meaner           | stitch           |
| -famed (u.m.)    | drop             | post             | -nigh (u.m.)      | -worn (u.m.)     |
| fare             | fall             | side             | -off (u.m.)       | wright           |
| head             | -filled (u.m.)   | -sore (u.m.)     | -read (u.m.)      | when             |
| horse            | finder           | -up (n., u.m.)   | -set-up (u.m.)    | ever             |
| (nonliteral)     | flood            | worn             | -settled (u.m.)   | -issued (u.m.)   |
| -made (u.m.)     | flow             | weak             | side              | soever           |
| path             | fog              | -backed (u.m.)   | -spoken (u.m.)    | where            |
| ship             | -free (u.m.)     | -eyed (u.m.)     | spring            | abouts           |
| -swept (u.m.)    | front            | handed           | stead             | after            |
| #time (clock)    | gate             | -knead (u.m.)    | -thought-of       | as               |
| time (duration)  | head             | minded           | (u.m.)            | at               |
| ward             | hole             | mouthed          | -thought-out      | by               |
| heeler           | horse            | weather          | (u.m.)            | for              |
| robe             | -inch            | beaten           | -to-do (u.m.)     | from             |
| ship             | -laden (u.m.)    | blown            | -wisher           | in               |
| warm             | lane             | -borne (u.m.)    | -wishing (u.m.)   | insoever         |
| blooded          | leaf             | break            | -worn (u.m.)      | into             |
| -clad (u.m.)     | -lined (u.m.)    | cock             | welterweight      | of               |
| up (n., u.m.)    | locked           | glass            | werewolf          | on               |
| warmed-over      | log              | going            | west              | soever           |
| (u.m.)           | mark             | -hardened (u.m.) | -central (u.m.)   | to               |
| warpsetter       | melon            | #house           | -faced (u.m.)     | under            |
| wash             | meter            | -marked (u.m.)   | going             | upon             |
| basin            | plant            | most             | most              | with             |
| basket           | pot              | proofing         | -northwest        | withal           |
| bowl             | proofing         | -stain (v.)      | -sider            | wherever         |
| cloth            | quake            | strip            | wet               | which            |
| -colored (u.m.)  | -rot (v.)        | -stripped (u.m.) | back              | ever             |
| day              | scape            | worn             | -cheeked (u.m.)   | soever           |
| down (n., u.m.)  | shed             | web              | -clean (v.)       | whiffletree      |
| -in (n., u.m.)   | shoot            | -fingered (u.m.) | -nurse (v.)       | whip             |
| off (n., u.m.)   | side             | foot             | pack              | cord             |
| out (n., u.m.)   | -soak (v.)       | -footed (u.m.)   | wash              | craft            |
| pot              | -soaked (u.m.)   | wedge            | whale             | -craft (v.)      |
| rag              | -soluble (u.m.)  | -billed (u.m.)   | back              | lash             |
| stand            | spout            | -shaped (u.m.)   | -backed (u.m.)    | -marked (u.m.)   |
| tray             | stain            | weed             | bone              | post             |
|                  | wall             | -choked (u.m.)   | -built (u.m.)     | saw              |

|                   |                    |                     |                 |                   |
|-------------------|--------------------|---------------------|-----------------|-------------------|
| -shaped (u.m.)    | wife               | growing             | with            | winder            |
| socket            | beater             | -hardy (u.m.)       | draw            | woolly            |
| staff             | hood               | pot                 | hold            | -coated (u.m.)    |
| stalk             | killer             | -red (u.m.)         | in              | -headed (u.m.)    |
| stall             | -ridden (u.m.)     | seller              | out             | -looking (u.m.)   |
| stick             | wigwag             | taster              | stand           | -white (u.m.)     |
| stitch            | wild               | tester              | within          | word              |
| stock             | cat (n.)           | vat                 | -bound (u.m.)   | -blind (u.m.)     |
| -tailed (u.m.)    | -eyed (u.m.)       | wing                | -named (u.m.)   | builder           |
| whipper           | fire               | band                | woe             | catcher           |
| -in               | #land              | bar                 | begone          | -clad (u.m.)      |
| snapper           | life               | beat                | worn            | -deaf (u.m.)      |
| whirl             | #man               | bolt                | wolf            | jobber            |
| about (n., u.m.)  | wind               | bone                | -eyed (u.m.)    | list              |
| blast             | will               | bow                 | #fish           | -perfect (u.m.)   |
| pool              | -less              | cut                 | hound           | play              |
| -shaped (u.m.)    | -o'-the-wisp       | -footed (u.m.)      | pack            | seller            |
| wind              | wilt-resistant     | handed              | woman           | slinger           |
| whisk             | (u.m.)             | -heavy (u.m.)       | folk            | work              |
| broom             | wind (v.)          | -loading (u.m.)     | hood            | aday (n., u.m.)   |
| #tail             | down (n., u.m.)    | -loose (u.m.)       | kind            | -and-turn (u.m.)  |
| whistlestop       | up (n., u.m.)      | nut                 | womenfolk       | away (n., u.m.)   |
| white             | wind               | -shaped (u.m.)      | wonder          | bag               |
| back              | bag                | -shot (u.m.)        | strong          | basket            |
| beard (n.)        | ball               | span                | -struck (u.m.)  | bench             |
| #book             | blown              | -swift (u.m.)       | wood            | card              |
| (diplomatic)      | brace              | tip                 | bark (color)    | day               |
| cap (n.)          | breaker            | top                 | bin             | -driven (u.m.)    |
| coat (n.)         | burn               | walker              | bined           | flow              |
| -collar (u.m.)    | catcher            | wall                | block           | folk              |
| comb (n.)         | -chapped (u.m.)    | -weary (u.m.)       | -built (u.m.)   | hand              |
| corn              | chill              | winter              | -cased (u.m.)   | -hardened (u.m.)  |
| -eared (u.m.)     | fall               | -beaten (u.m.)      | chipper         | horse             |
| -eyed (u.m.)      | fast               | -clad (u.m.)        | chopper         | -hour (u.m.)      |
| face              | -fertilized (u.m.) | -fallow (v.)        | chuck           | housed            |
| -faced (u.m.)     | firm               | -fed (u.m.)         | cut             | life              |
| foot (n.)         | flow               | feed                | grub            | manship           |
| -footed (u.m.)    | gall               | #green (color)      | hole            | out (n., u.m.)    |
| handed            | -galled (u.m.)     | green (plant, etc.) | horse           | pan               |
| -hard (u.m.)      | hole               | -hardy (u.m.)       | hung (u.m.)     | paper             |
| head              | -hungry (u.m.)     | kill                | -lined (u.m.)   | people            |
| -headed (u.m.)    | jammer             | -made (u.m.)        | lot             | place             |
| -hot (u.m.)       | lass               | -sown (u.m.)        | -paneled (u.m.) | saving            |
| #line             | pipe               | tide                | pile            | sheet             |
| mind              | -pollinated (u.m.) | worn (u.m.)         | -planing (u.m.) | shoe              |
| out (u.m., v.)    | -rode (u.m.)       | wire                | print           | -shy (n., u.m.)   |
| pot               | row                | bar                 | pulp            | -shyness          |
| -tailed (u.m.)    | screen             | -caged (u.m.)       | ranger          | slip              |
| -throated (u.m.)  | -shaken (u.m.)     | -cut (u.m.)         | rock            | space             |
| top (n.)          | -shear (u.m.)      | cutter              | shed            | -stained (u.m.)   |
| vein              | shield             | dancer              | side            | stand             |
| wash              | shock              | draw (v.)           | stock           | stream            |
| who               | side               | -edged (u.m.)       | turner          | table             |
| ever              | sleeve             | hair (dog)          | -turning (u.m.) | up (n., u.m.)     |
| soever            | sock               | -haired (u.m.)      | -walled (u.m.)  | ways              |
| whole             | speed              | less                | wind (music)    | -weary (u.m.)     |
| -headed (u.m.)    | stop               | #line               | wooden          | week              |
| -hogger           | storm              | photo               | head (n.)       | worn              |
| sale              | stream             | puller              | -hulled (u.m.)  | working           |
| some              | swept              | spun                | -weary (u.m.)   | #load             |
| whomsoever        | worn               | stitch              | wool            | #room             |
| wicker-woven      | window             | -stitched (u.m.)    | fell            | world             |
| (u.m.)            | breaker            | -tailed (u.m.)      | gatherer        | beater            |
| wicket            | -breaking (u.m.)   | tap                 | grader          | -conscious (u.m.) |
| keeper            | -cleaning (u.m.)   | walker              | growing         | #consciousness    |
| keeping           | -dressing (u.m.)   | works               | head            | #line             |
| wide              | pane               | -wound (u.m.)       | -laden (u.m.)   | #power            |
| -angle (u.m.)     | peeper             | wise                | -lined (u.m.)   | -self             |
| -awake (u.m.)     | -shop (v.)         | acre                | pack            | -weary (u.m.)     |
| -handed (u.m.)    | -shopping (u.m.)   | crack               | press           | worm              |
| mouthed           | sill               | head (n.)           | shearer         | -eaten (u.m.)     |
| -open (u.m.)      | #work              | -headed (u.m.)      | shed            | -eating (u.m.)    |
| spread            | wine               | -spoken (u.m.)      | sorter          | hole              |
| -spreading (u.m.) | bag                | wishbone            | stock           | -riddled (u.m.)   |
| widow             | -black (u.m.)      | witch-hunting       | washer          | -ripe (u.m.)      |
| #bird             | -drinking (u.m.)   |                     | wheel           | seed              |
| hood              | glass              |                     | -white (u.m.)   | shaft             |

|  |   |  |  |   |
|--|---|--|--|---|
| worn<br>down (u.m.)<br>out (u.m.)<br>outness<br>worrywart<br>worth<br>while (u.m.)<br>whiteness (n.)<br>wrap<br>around<br>(n., u.m.) | -up (n., u.m.)<br>wreath-crowned<br>(u.m.)<br>wreck-free<br>(u.m.)<br>wring<br>bolt<br>staff<br>wrist<br>band<br>bone | drop<br>fall<br>lock<br>pin<br>plate<br>watch<br>write<br>back (n., u.m.)<br>-in (n., u.m.)<br>off (n., u.m.)<br>up (n., u.m.) | writing # room<br>wrong<br>doer<br>-ended (u.m.)<br>-minded (u.m.)<br>-thinking (u.m.)<br>wrought-up<br>(u.m.) | wry<br>bill<br>-billed (u.m.)<br>-faced (u.m.)<br>-looking (u.m.)<br>-mouthed (u.m.)<br>neck<br>-set (u.m.) |
|--|---|--|--|---|

X

|                                  |   |  |  |
|----------------------------------|---|--|--|
| X<br>-body<br>-disease<br>-virus | -shaped<br>x<br># ray (n.)<br>-ray (u.m.) | xantho (c.f.)<br>all one word<br>xeno (c.f.)<br>all one word | xero (c.f.)<br>all one word<br>xylo (c.f.)<br>all one word |
|----------------------------------|---|--|--|

Y

|  |  |   |  |   |
|--|--|---|--|---|
| Y<br>-chromosome<br>-joint<br>-level<br>-potential<br>-shaped<br>-track<br>-tube<br>Yankee-Doodle<br>yard<br>arm | -deep (u.m.)<br>-long (u.m.)<br>stick<br>-wide (u.m.)<br>yaw<br>meter<br>-sighted (u.m.)<br>year<br>day<br>end<br>-hour (u.m.) | long (u.m.)<br>-old (u.m.)<br>-round (u.m.)<br>yellow<br>back<br>-backed (u.m.)<br>-bellied (u.m.)<br>belly<br>-billed (u.m.)<br>-headed (u.m.)<br>-tailed (u.m.) | -throated (u.m.)<br>top<br>yes<br>-man<br>-no<br>yester<br>day<br>year<br>yoke<br>fellow<br>mating | -toed (u.m.)<br>young<br>eyed (u.m.)<br>-headed (u.m.)<br>-ladylike<br>-looking (u.m.)<br>-manlike<br>-old<br>-womanhood<br>youthtide<br>yuletide |
|--|--|---|--|---|

Z

|   |  |  |   |                             |
|---|--|--|---|-----------------------------|
| Z<br>-bar<br>-chromosome<br>zero<br>axial<br>-dimensional<br>(u.m.) | gravity<br>zigzag<br>zinc<br>-coated (u.m.)<br>-white (u.m.) | zoo (c.f.)<br>all one word<br>zoologico (c.f.)<br>all one word | zygo (c.f.)<br>all one word<br>zygomatiko (c.f.)<br>-orbital<br>rest one word | zymo (c.f.)<br>all one word |
|---|--|--|---|-----------------------------|

**APPENDIX 7. WORD DIVISION**

1. **GENERAL.** When words must be divided, they are separated between syllables. One-syllable words are never divided. Proper division into syllables is given in the Government Printing Office Style Manual, the Word Division Supplement to Government Printing Office Style Manual, and the dictionary.

2. **DIVIDE WORDS.**

- a. After a vowel, if the vowel itself is a separate syllable within a word.

physi-cal not phys-ical  
sepa-rate not sep-arate

particu-lar not partic-ular  
criti-cism not crit-icism

- b. Between the members of solid compounds.

rail-road

proof-reader

- c. At the hyphen in hyphenated compounds.

court-martial

above-mentioned

- d. Between adjoining vowels in separate syllables.

estu-ary

gene-alogy

cre-ation

- e. After prefixes of three or more letters.

ante-date  
tri-color

inter-leaving  
trans-plantation

- f. Before suffixes of three or more letters.

port-able

writ-ing

- g. After the second consonant of double consonants ending a root word when followed by a suffix.

tell-ing

express-ing

- h. Between double consonants that are doubled because a suffix is added.

remit-ted

thin-ning

i. After the consonant at the end of a syllable with a short vowel and before the end of a syllable with a long vowel, if no vowel is a separate syllable or if vowels do not adjoin.

progress (verb) pro-gress  
progress (noun) prog-ress  
project (verb) pro-ject  
project (noun) pro-ject

stenographer (noun) stenog-rapher  
stenographic (adjective) steno-graphic

3. DO NOT DIVIDE WORDS.

a. At the ends of more than two consecutive lines.

b. At the end of a line when the part begun there does not suggest the whole word.

counter-offensive

not coun-teroffensive

c. Of five or fewer letters, even though containing more than one syllable.

avoid          begin          into          also          every          area

d. Between a one- or a two-letter terminal syllable and the rest of a word.

ammonia                      proceeded                      period

e. Between a one- or a two-letter initial syllable and the rest of a word.

identity                      around                      behavior

f. When that word is the last word of a paragraph or on a page.

4. DO NOT SEPARATE CLOSELY RELATED WORD UNITS.

a. Avoid separating words in close association such as the elements of dates and of proper names; groups of initials and surnames; and abbreviated titles (Dr., Mrs., etc.,) and names.

(1) When it is necessary to divide a date, the year may be carried over to the next line.

(2) When it is necessary to divide a proper name, the surname may be carried over to the next line.

b. Do not separate figures, letters, or symbols from their accompanying words when used as a group.

Chapter III

Article 14

1234 Fifth Street NW.

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APPENDIX 8. SPELLING

1. GENERAL. This appendix carries a short list of preferred spelling forms, selected from those in the Government Printing Office Style Manual. Also it gives instructions on the formation of plurals, the doubling of consonants when suffixes are added, and the use of indefinite articles.

2. PREFERRED SPELLING.

|                |             |            |                |
|----------------|-------------|------------|----------------|
| abridgement    | consignor   | gasoline   | nonplused      |
| acknowledgment | converter   | goodby     | offense        |
| adapter        | conveyor    | graveled,  | penciled,      |
| adjuster       | councilor   | graveling  | pencilng       |
| adviser        | counseled,  | gray       | percent        |
| aging          | counselor,  | intern     | plow           |
| aline          | counselng   | jeweled,   | practice       |
| anesthetic     | defense     | jeweler,   | programmed,    |
| appall         | descendant  | jeweling   | programmer,    |
| ascendance     | development | judgment   | programming    |
| aye            | diagramed,  | kerosene   | reconnaissance |
| barreled,      | diagramng   | kidnaped,  | referable      |
| barreling      | dialed,     | kidnaper,  | signaled,      |
| beveled,       | dialng      | kidnapng   | signaling      |
| bevelng        | dike        | labeled,   | skillful       |
| biased         | disk        | labelng    | stenciled,     |
| blond          | draft       | leveled,   | stencilng      |
| boulder        | drought     | levelng    | subpoena       |
| brier          | employee    | libeled,   | sulfur         |
| buses          | enclose     | libeler,   | theater        |
| caliber        | enclosure   | libelng    | total,         |
| cancel,        | entrust     | license    | totalng        |
| cancelng,      | equaled,    | likable    | traveled,      |
| cancellatng    | equalng     | maneuver   | traveler,      |
| catalog        | esthetic    | marshaled, | travelng,      |
| channeled,     | exhibitor   | marshaling | visa,          |
| channelng      | favor       | marvelous  | visaed         |
| cigarette      | focused,    | medieval   | vitamin        |
| coconut        | focusng     | meter      | willful        |
| combated,      | forbade     | modeled,   | woolen         |
| combatng       | fulfill     | modelng    | woolly         |
| connector      | fuse        | mold       | worshiper,     |
|                |             |            | worshipped,    |
|                |             |            | worshipng      |

3. PLURAL FORMS.

a. In forming the plurals of compound terms, make the significant word plural.

Significant word first

adjutants general  
ambassadors at large  
attorneys at law  
attorneys general  
brothers-in-law

Significant word in middle

assistant attorneys general  
assistant chiefs of staff  
assistant comptrollers general  
deputy chiefs of staff

Significant word first

commanders in chief  
heirs at law  
notaries public  
rights-of-way

Both words of equal significance

Bulletins Nos. 27 and 28; but  
Bulletin No. 27 or 28  
men buyers  
women students

Significant word last

assistant attorneys  
assistant commissioners  
assistant secretaries  
deputy sheriffs  
lieutenant colonels  
trade unions  
vice chairmen  
vice presidents

No word significant in itself

hand-me-downs  
jack-in-the-pulpits

b. When a noun is hyphenated with an adverb or preposition, make the noun plural.

goings-on  
hangers-on

listeners-in  
lookers-on

makers-up  
passers-by

c. When neither word is a noun, make the last word plural.

also-rans  
come-ons

go-betweens  
higher-ups

d. To form the plural of nouns ending with ful, add s at the end. If it is necessary to express the idea that more than one container was filled, write the two elements as separate words and make the noun plural.

five bucketfuls of the mixture (one bucket filled five times)  
five buckets full of earth (separate buckets)  
three cupfuls of flour (one cup filled three times)  
three cups full of coffee (separate cups)

e. The plurals of these words may cause difficulty.

|                         |                         |                          |
|-------------------------|-------------------------|--------------------------|
| addendum, addenda       | formula, formulas       | minutia, minutiae        |
| appendix, appendixes    | maximum, maximums       | parenthesis, parentheses |
| basis, bases            | medium, mediums, or     | phenomenon, phenomena    |
| crisis, crises          | media                   | plateau, plateaus        |
| curriculum, curriculums | memorandum, memorandums | stimulus, stimuli        |
| datum, data             | minimum, minimums       | synopsis, synopses       |

4. DOUBLED CONSONANTS. When a suffix beginning with a vowel is added to a word ending in a single consonant preceded by a single vowel, double the consonant if (a) it ends a word of one syllable or (b) it ends an accented syllable.

|              |                       |                    |
|--------------|-----------------------|--------------------|
| bag, bagging | rob, robbing          | but total, totaled |
| get, getting | corral, corralled     | travel, traveled   |
| red, reddish | transfer, transferred |                    |

#### 5. INDEFINITE ARTICLES.

a. Use a before words beginning with consonants, except words beginning with a silent h. Also use a before words spelled with initial vowels that combine consonant and vowel sounds.

|              |                  |                      |
|--------------|------------------|----------------------|
| a procedure  | a union          | a one-sided argument |
| a hotel      | a European atlas | but an hour          |
| a humble man |                  |                      |

b. Use an before words beginning with vowels, and words beginning with a silent h.

|                   |               |          |
|-------------------|---------------|----------|
| an order          | an initial    | an honor |
| an electric light | an herbseller |          |

c. When a group of initials begins with b, c, d, g, j, k, p, q, t, u, v, w, y, or z, each having a consonant sound, the indefinite article a is used.

|                   |                  |
|-------------------|------------------|
| a BLS compilation | a GAO limitation |
| a CIO finding     | a PHS project    |

d. When a group of initials begins with a, e, f, h, i, l, m, n, o, r, s, or x, each having a vowel sound, the indefinite article an is used.

|                    |                          |
|--------------------|--------------------------|
| an AEC report      | an NSC (en) proclamation |
| an FCC (ef) ruling | an RFC (ahr) loan        |

**CHANGE****DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

1360.16 CHG 1

5/30/86

**SUBJ: FAA CORRESPONDENCE MANUAL**

1. PURPOSE. This change transmits revised pages to Chapter 7 and Chapter 11 of the FAA Correspondence Manual.

2. EXPLANATION OF CHANGES.

a. White House Correspondence. The change corrects the position of the signature block on correspondence from the Executive Secretariat to the White House to remain in the center.

b. Express Mail. Use of the contractor designated by GSA is mandatory and shall be used instead of USPS Express Mail for urgent letters and packages.

3. DISPOSITION OF TRANSMITTAL. This transmittal sheet should be retained.

**Page Control Chart**

| Remove Pages | Dated   | Insert Pages | Dated   |
|--------------|---------|--------------|---------|
| 93           | 7/12/85 | 93           | 5/30/86 |
| 94           | 7/12/85 | 94           | 7/12/85 |
| 95           | 7/12/85 | 95           | 5/30/86 |
| 96           | 7/12/85 | 96           | 7/12/85 |
| 145          | 7/12/85 | 145          | 7/12/85 |
| 146          | 7/12/85 | 146          | 5/30/86 |

  
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Director of Management Systems

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